YOUR SOURCE FOR

MILLWORK DISTRIBUTORS INC.

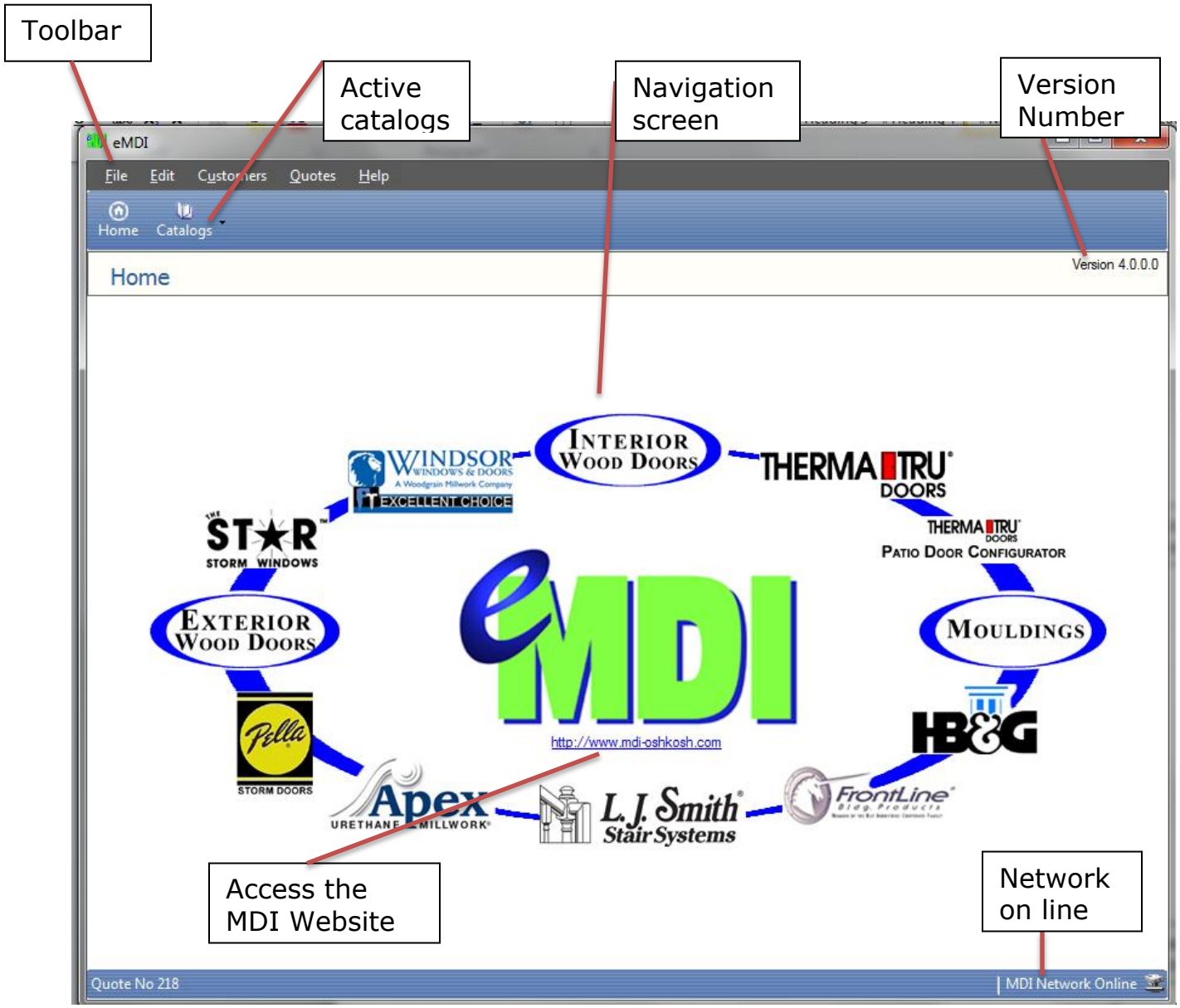
QUALITY WINDOWS, DOORS & MILLWORK

Millwork Distributors, Inc.

Electronic Catalog User Manual

It all starts at **Home:**

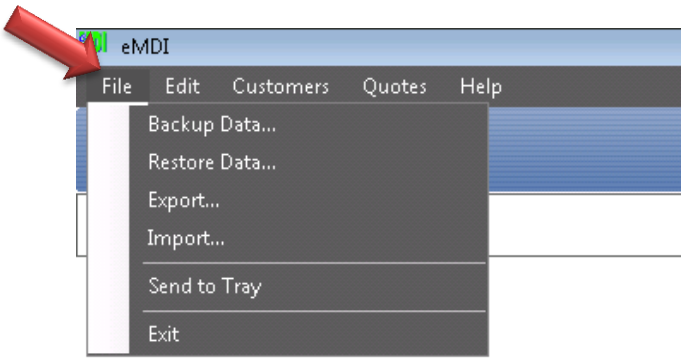
The eMDI home screen provides all of the navigational tools to allow you to efficiently navigate our product catalog.



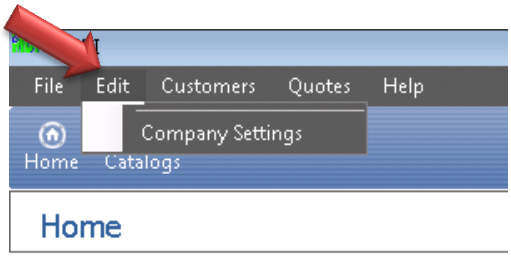
Utilizing the tools:

File command allows access to a number of commands including:

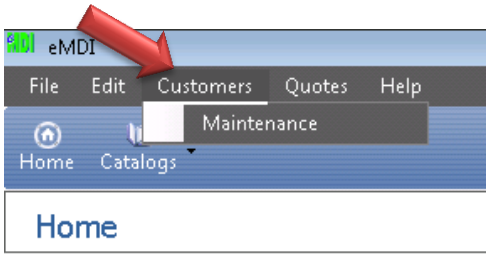
Backing up your quotes
Restoring your quotes from back up folders/drives
Exporting a job to be shared with other eMDI users
Importing a job into your eMDI program from another
Keeping the program active during your session-send to tray
Exiting the program



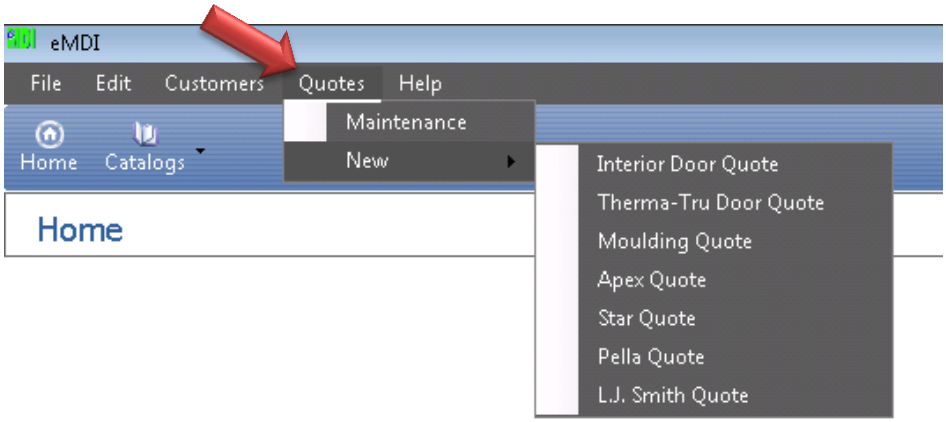
Edit command gives the user access to establish the appearance of their personalized cover sheet for the proposals. Also, this command will allow access to the ability to set dealer specific discounting from MDI list pricing for quotations



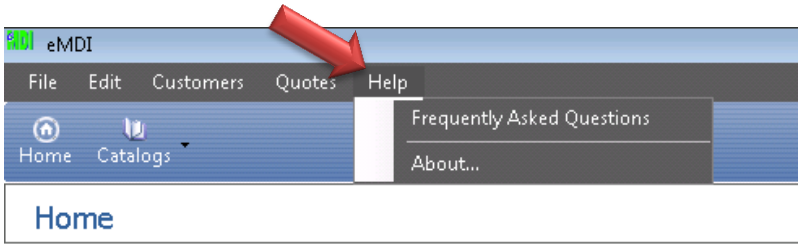
Customers command will give the eMDI user their own personalized "file cabinet" with all of their client information.



Quotes command will give the eMDI user access to all of their stored quotations through quote maintenance. Also, this is one of three areas that you can begin a new quotation.



Help command contains the Frequently Asked Questions, which will bring up this help document.

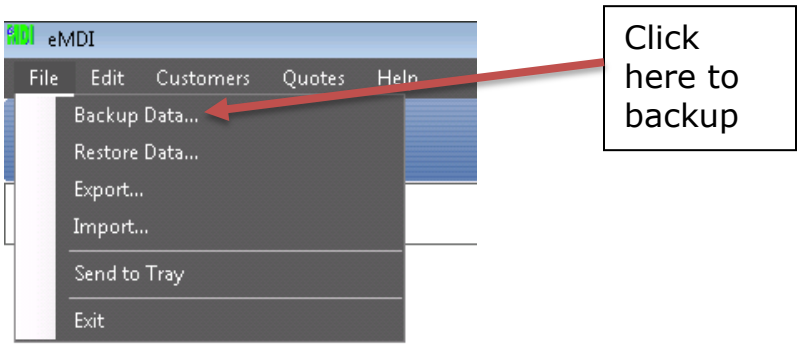


Why Back up and Restore??

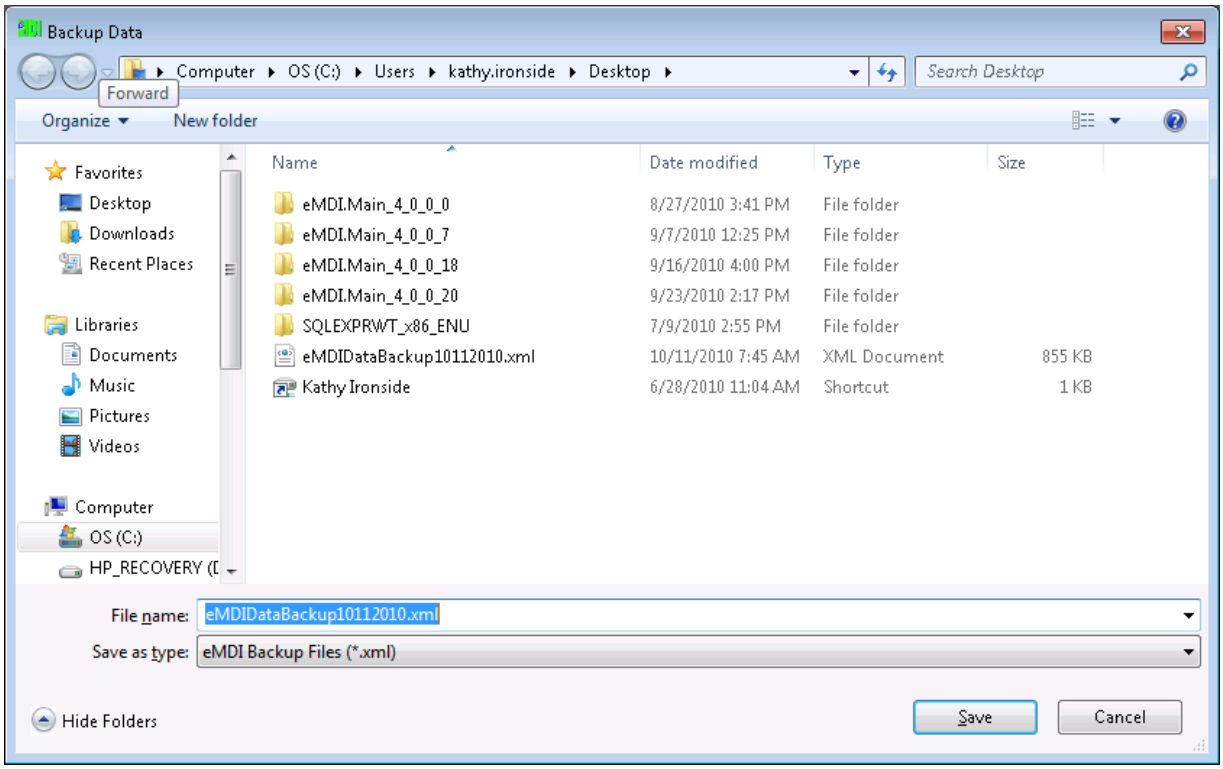
Backing up your data on eMDI (or any other software package for that matter) is a smart way to protect your work. It is recommended to backup your data to an alternate drive or device on a regular basis.

It is also a requirement that users back up their data files prior to the download of a software update (version change).

NOTE – currently eMDI can maintain a MAXIMUM of 500 quotes.

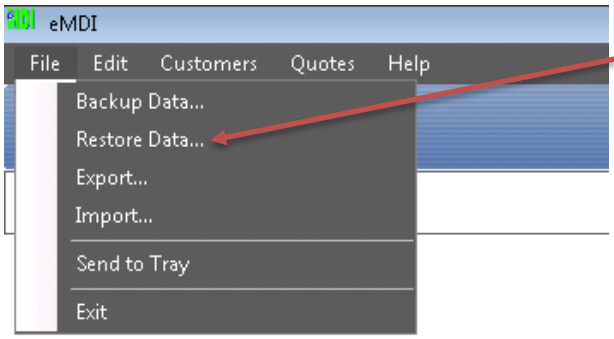


You will be presented with this screen.

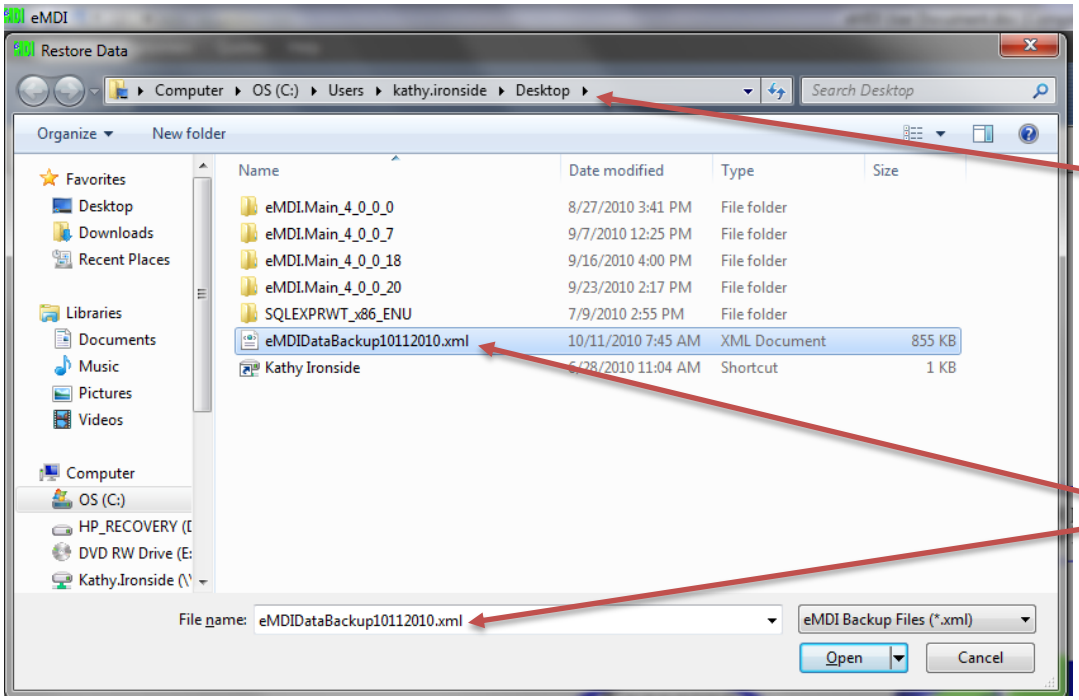


The default file name for backup will be eMDIDataBackup with today's date. The default location to save the file will be your Desktop. You can save this file to any location you desire though.

Restoring from backup folders



Select this command



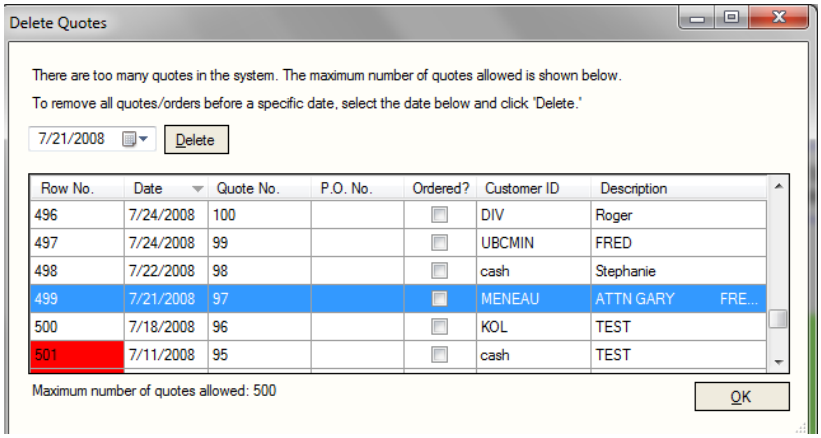
Located the drive that your back up is stored on

Locate the file.

NOTE – If you have more than 500 quotes, please refer to the Purge/Delete section below.

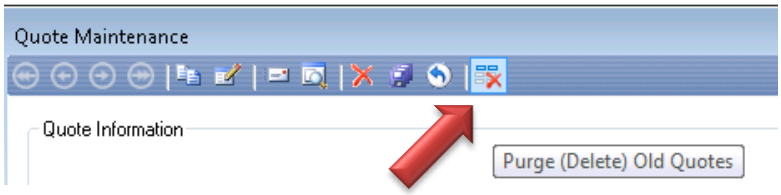
Purge (Delete) Old Quotes

** NOTE ** If you have more than 500 quotes, you will have the following box appear when you try to restore your backed up data.

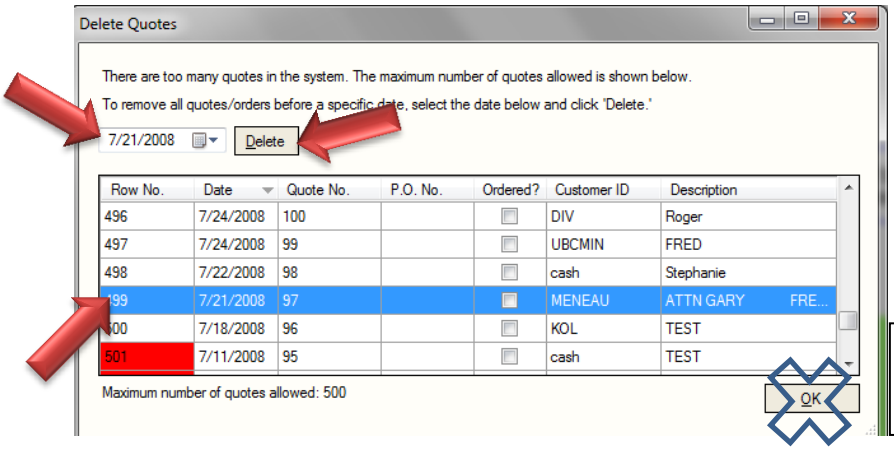

Delete Quotes
There are too many quotes in the system. The maximum number of quotes allowed is shown below.
To remove all quotes/orders before a specific date, select the date below and click 'Delete.'
7/21/2008
Delete
Row No. | Date | Quote No. | P.O. No. | Ordered? | Customer ID | Description
496 | 7/24/2008 | 100 | | | DIV | Roger
497 | 7/24/2008 | 99 | | | UBCMIN | FRED
498 | 7/22/2008 | 98 | | | cash | Stephanie
499 | 7/21/2008 | 97 | | | MENEAU | ATTN GARY FRE...
500 | 7/18/2008 | 96 | | | KOL | TEST
501 | 7/11/2008 | 95 | | | cash | TEST
Maximum number of quotes allowed: 500
OK

The new version of eMDI has had core components updated, which, as of now, only allows 500 quotes to be saved. The box that comes up for you to delete quotes will only give you the date at which point you need to delete quotes to leave you with 500 quotes. You will want to delete more quotes than this. Once you have your old quotes restored, and start adding new quotes, you still will only be able to have a total of 500 quotes. You can delete additional quotes at this point, or after you have eMDI installed, you may go to Quote Maintenance to delete more quotes.

You can also access the Purge (Delete) Quotes through Quote Maintenance. This will allow you to delete many quotes at one time. Select a date that you wish to delete **ALL** the quotes from before that date.



Step 1. Scroll through your quotes and go to the most recent date that you would want to keep, deleting all the quotes before that date. As you click on the Row No., it will change the date in the box above to the date of that quote. Or you can type in a date directly in the date box. Once you have selected the oldest date you want to keep, hit **Delete**. (Do not hit OK. If you enter a date, and just hit OK, it will NOT delete any quotes, and you will get this screen again.)
This will delete ALL the quotes entered before that date.


Delete Quotes
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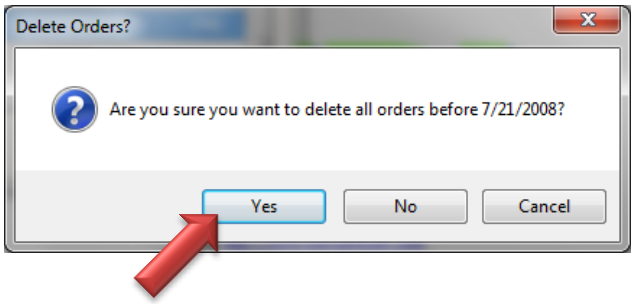
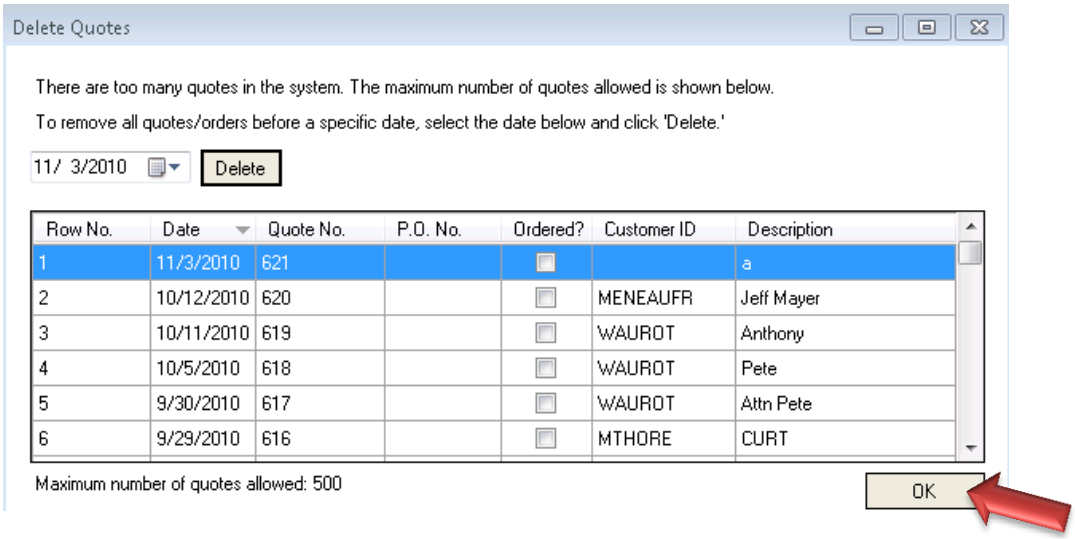
To remove all quotes/orders before a specific date, select the date below and click 'Delete.'
7/21/2008
Delete
Row No. | Date | Quote No. | P.O. No. | Ordered? | Customer ID | Description
496 | 7/24/2008 | 100 | | | DIV | Roger
497 | 7/24/2008 | 99 | | | UBCMIN | FRED
498 | 7/22/2008 | 98 | | | cash | Stephanie
499 | 7/21/2008 | 97 | | | MENEAU | ATTN GARY FRE...
500 | 7/18/2008 | 96 | | | KOL | TEST
501 | 7/11/2008 | 95 | | | cash | TEST
Maximum number of quotes allowed: 500
OK

Do NOT click OK

Step 2. You will then be asked for verification that you want to delete all the quotes entered before the date you selected. Click **Yes**.

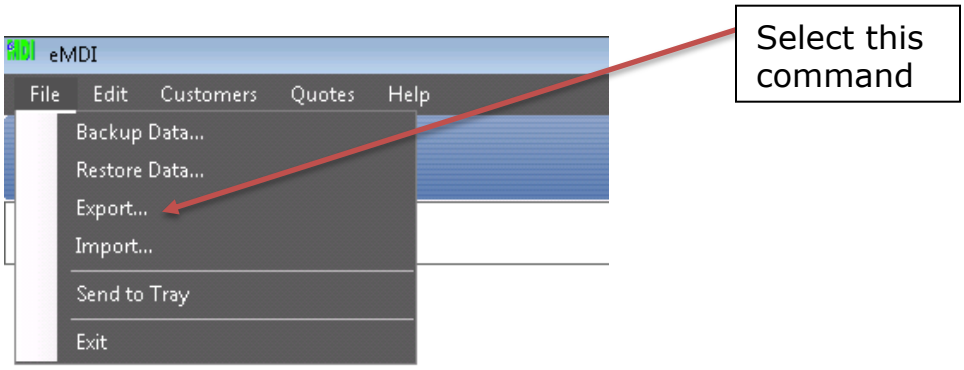


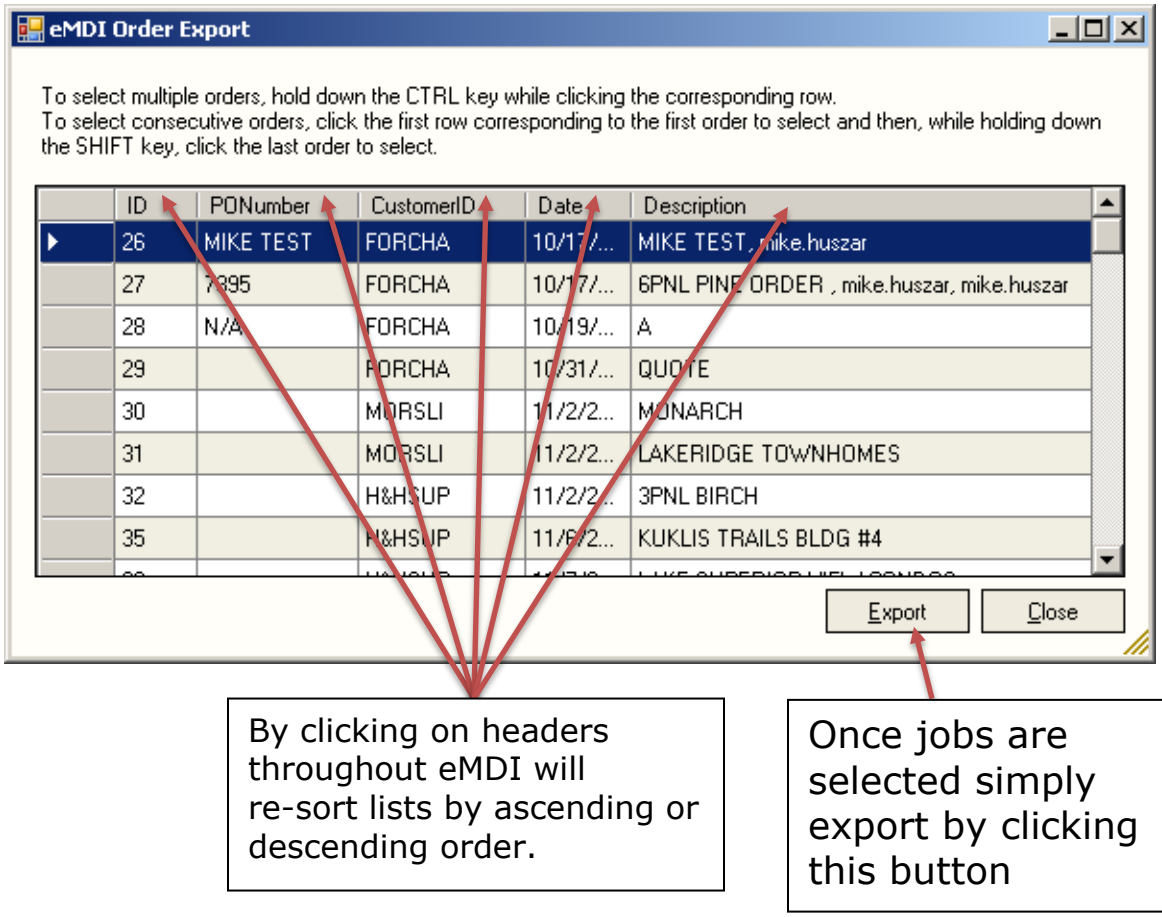
Step 3. This will take a few moments. It will then go to Row 1.
Now you can click on **OK**.


Delete Quotes
There are too many quotes in the system. The maximum number of quotes allowed is shown below.
To remove all quotes/orders before a specific date, select the date below and click 'Delete.'
11/ 3/2010
Delete
Row No. | Date | Quote No. | P.O. No. | Ordered? | Customer ID | Description
1 | 11/3/2010 | 621 | | | | a
2 | 10/12/2010 | 620 | | | MENEAUFR | Jeff Mayer
3 | 10/11/2010 | 619 | | | WAUROT | Anthony
4 | 10/5/2010 | 618 | | | WAUROT | Pete
5 | 9/30/2010 | 617 | | | WAUROT | Attn Pete
6 | 9/29/2010 | 616 | | | MTHORE | CURT
Maximum number of quotes allowed: 500
OK

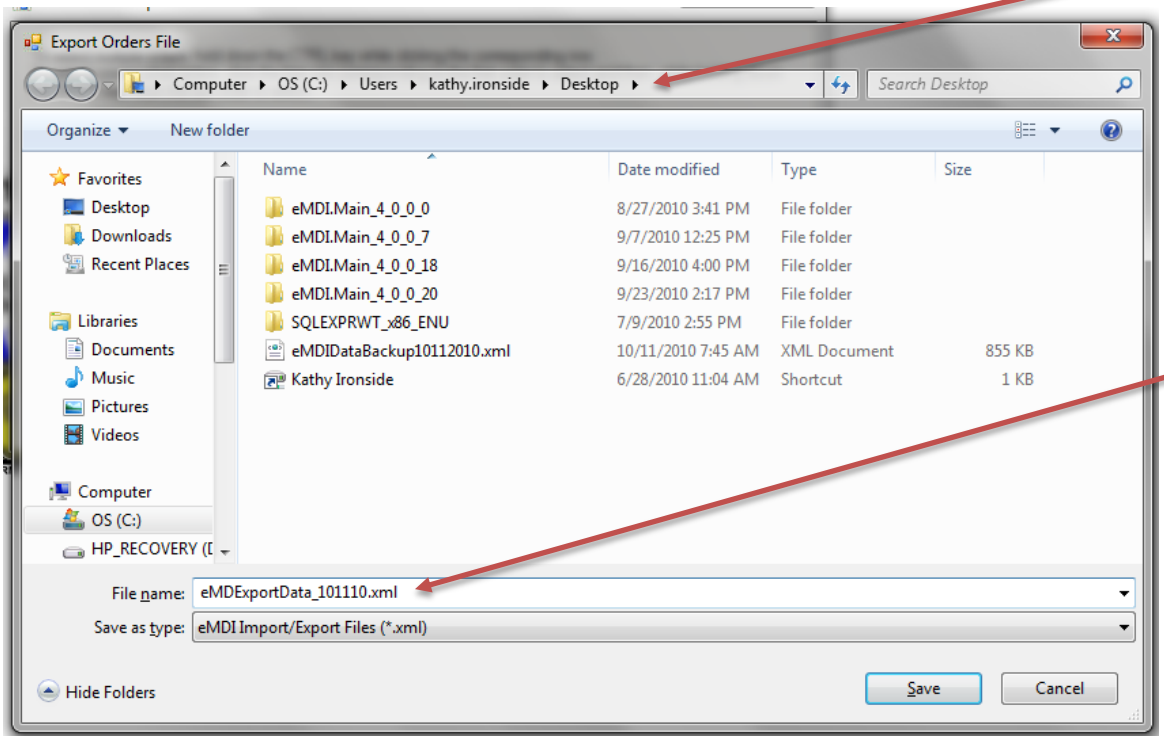
Exporting Data Files:

Exporting files allow the eMDI user to copy jobs from the program to a format that can be attached to an e-mail and shared amongst other eMDI users.





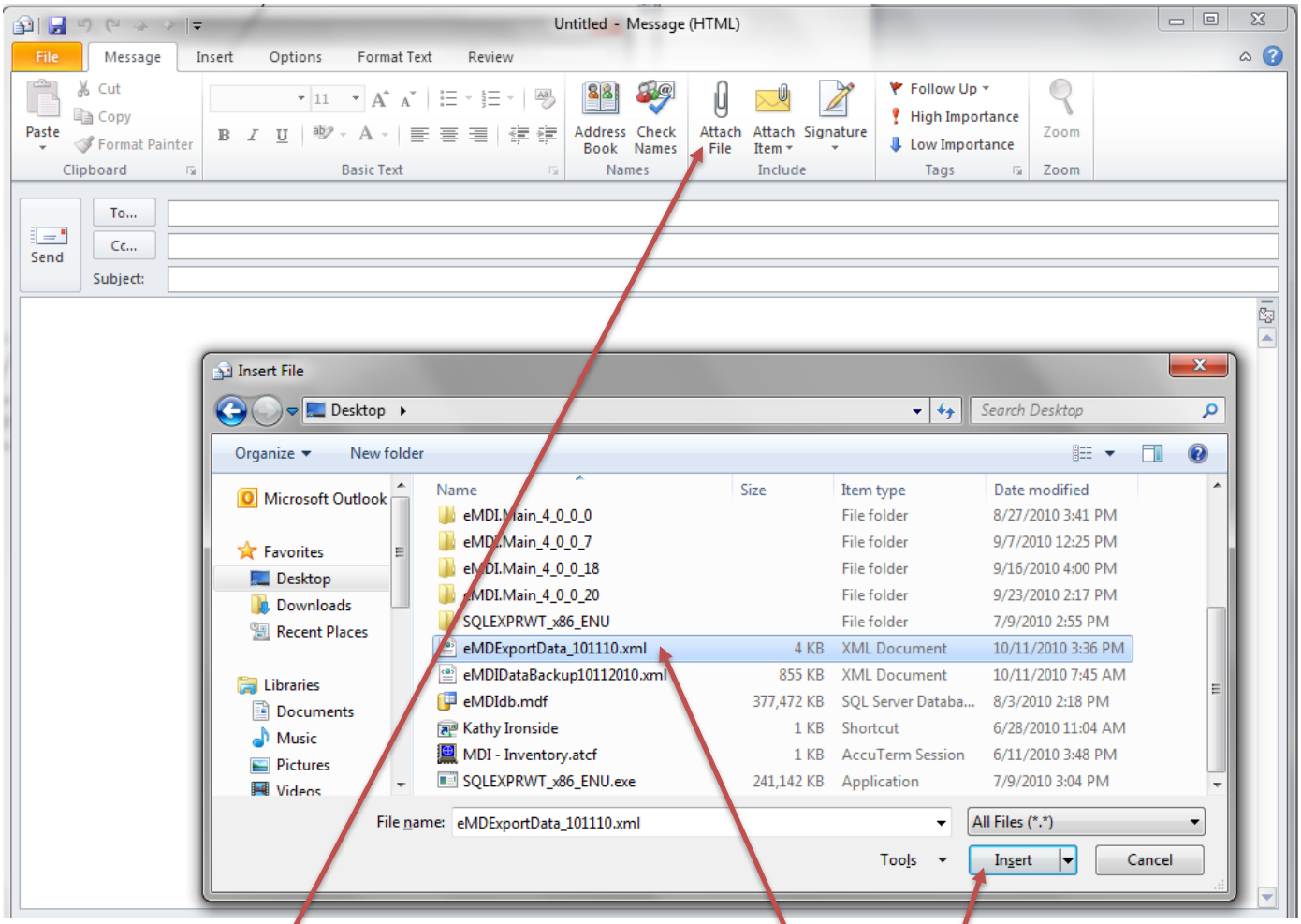
Once the exported file(s) has been selected, the eMDI user will be presented with the following screen asking where the exported file should be saved.



Desktop is a common storage spot

Rename for ease of identity

Attaching an Exported Data File to an e-mail:

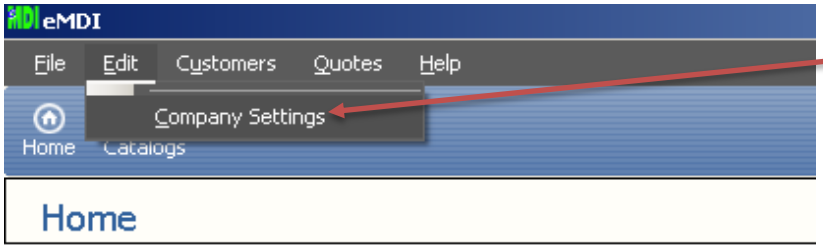


Click the Paperclip to attach the Export File.

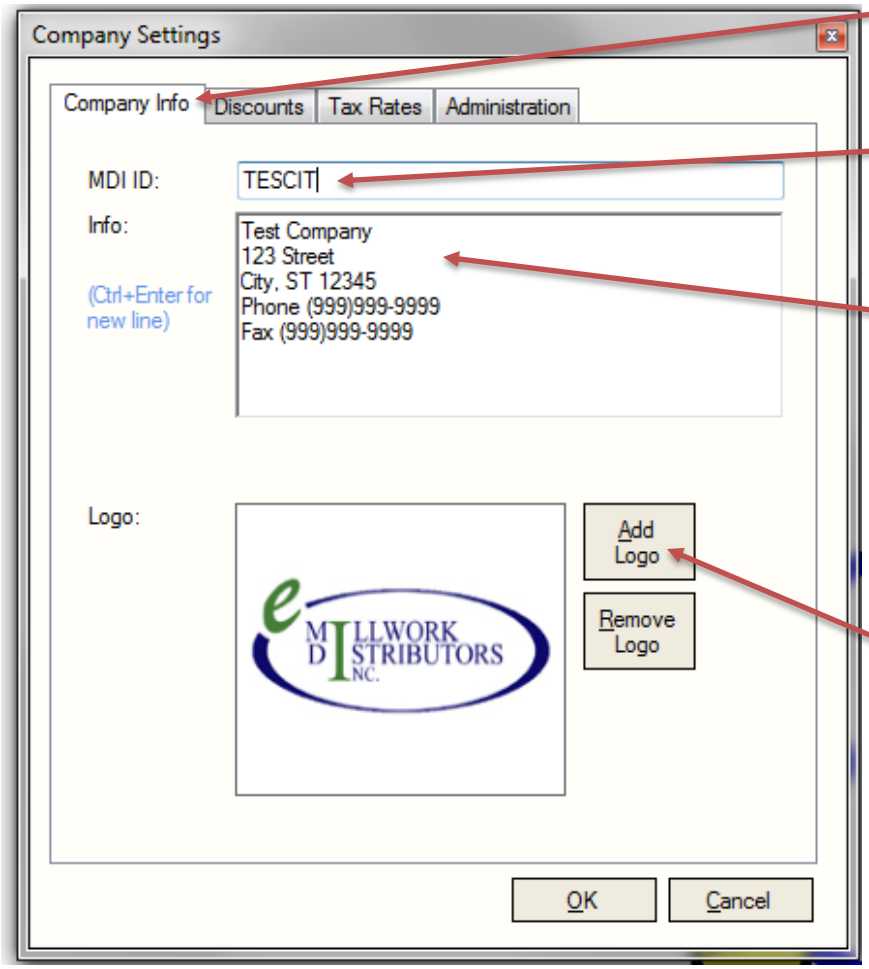
Click the File you want to attach, and then click "Insert"

Company Settings and Discounts:

This command will give the user access to the screens that will allow personalized company information and logo to be added to the cover sheet of all quotes.



Select this command to access coversheet information and discounts.



Click on tabs on top

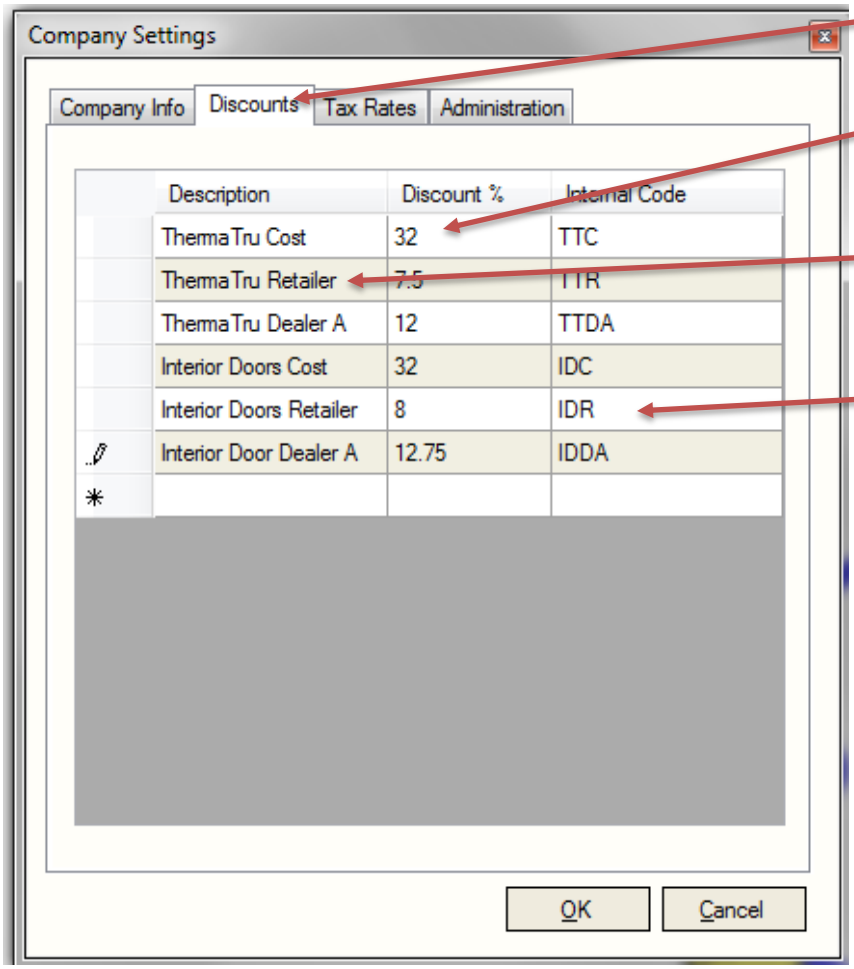
MDI account #
(this is the same Customer ID on your MDI Invoices/Ack.

Coversheet information about your company

Add your company logo

Setting discounts:

This screen will allow the eMDI user the ability to set an unlimited number of discounts that will be reflected on quotations from MDI list pricing. Your MDI Territory Manager can assist you in setting this up.



Click on tabs on top

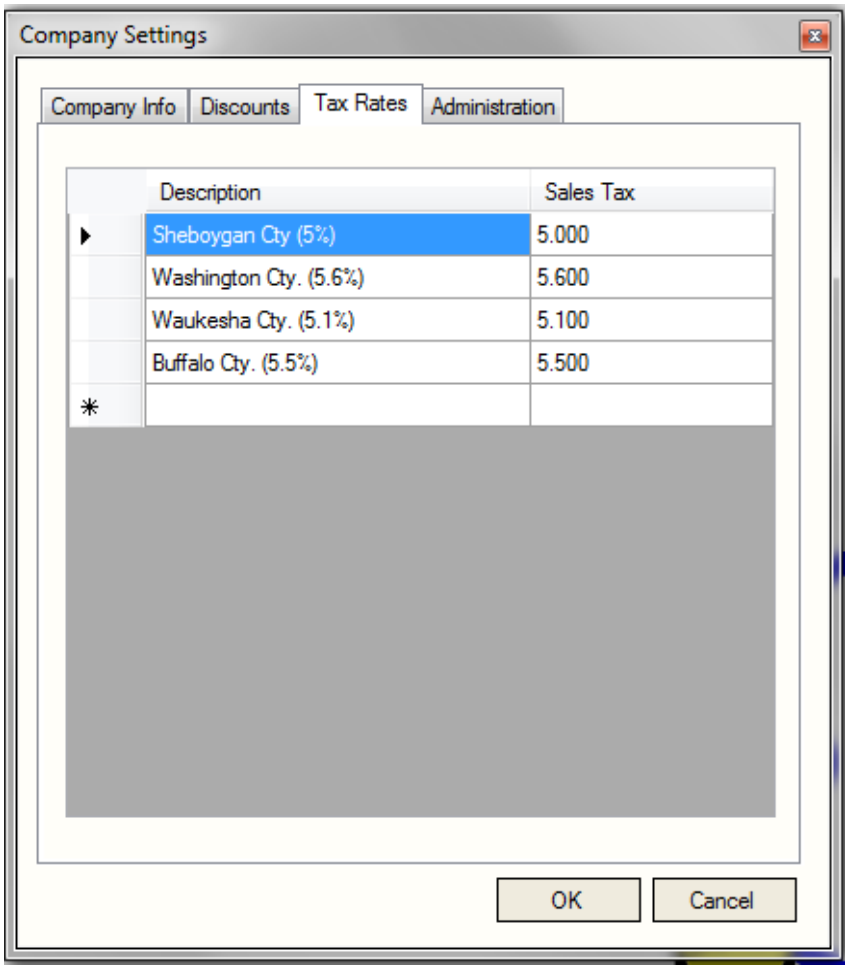
Discount as a % off of list price

Description of discount

Internal code as it will appear on quotations

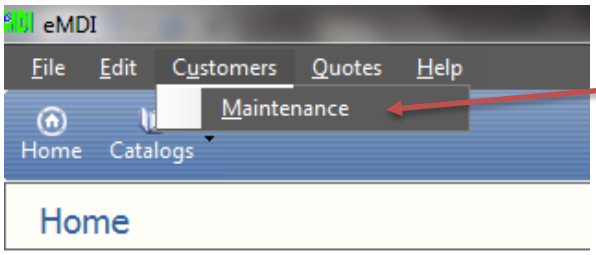
Setting Tax Rates:

This screen will allow the eMDI user the ability to set an unlimited number of tax rates per county in your surrounding areas.



Customer Maintenance:

To establish a listing of your regular customers, you will access this section of the eMDI program. All information that you would like included on your quotation coversheets about specific customers, you will input their information through this set of screens.



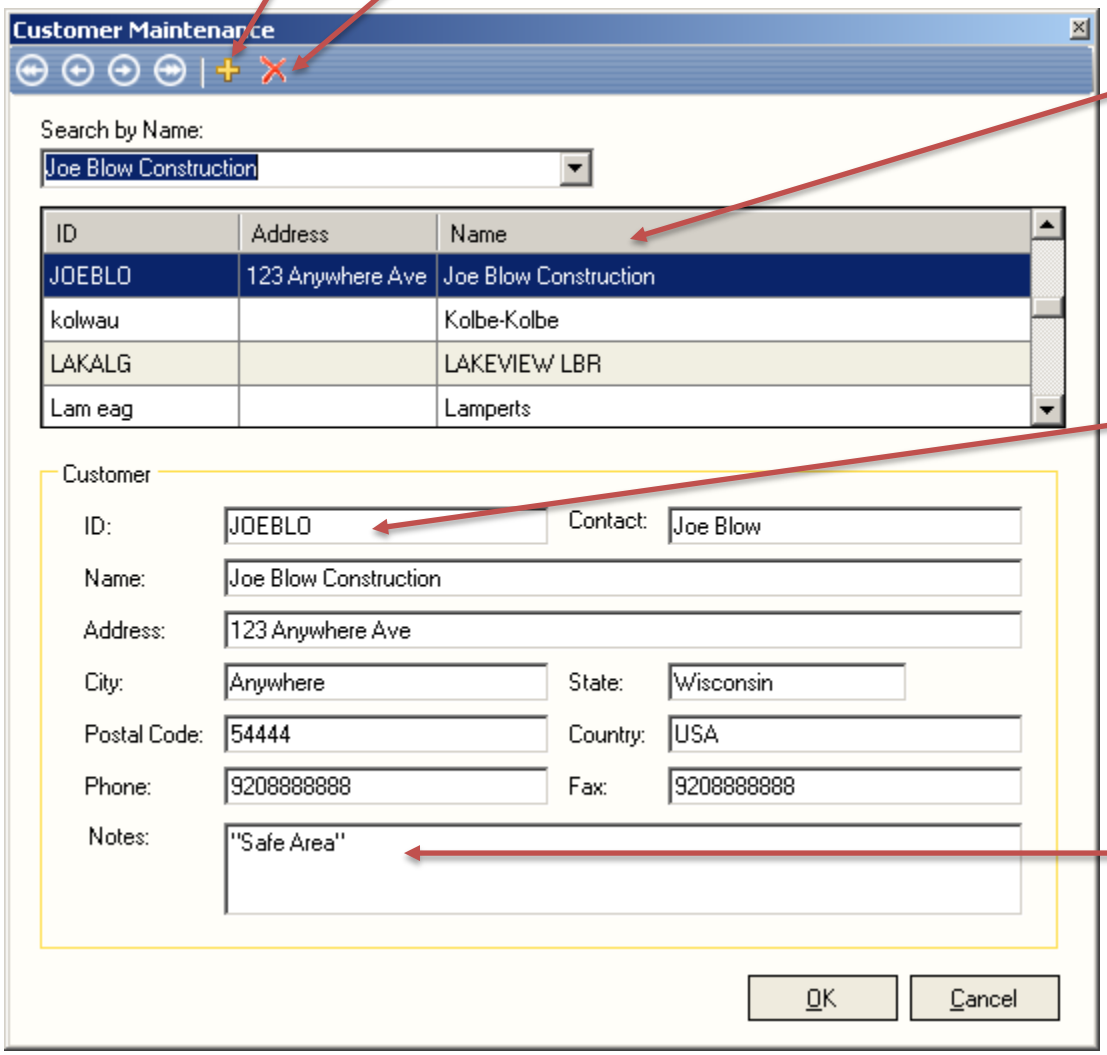
Create customer listing through this command.

Add to or delete from customer list

Customer listing in file

Account Number

Safe area for info that will not transfer to cover



Active sections on eMDI:

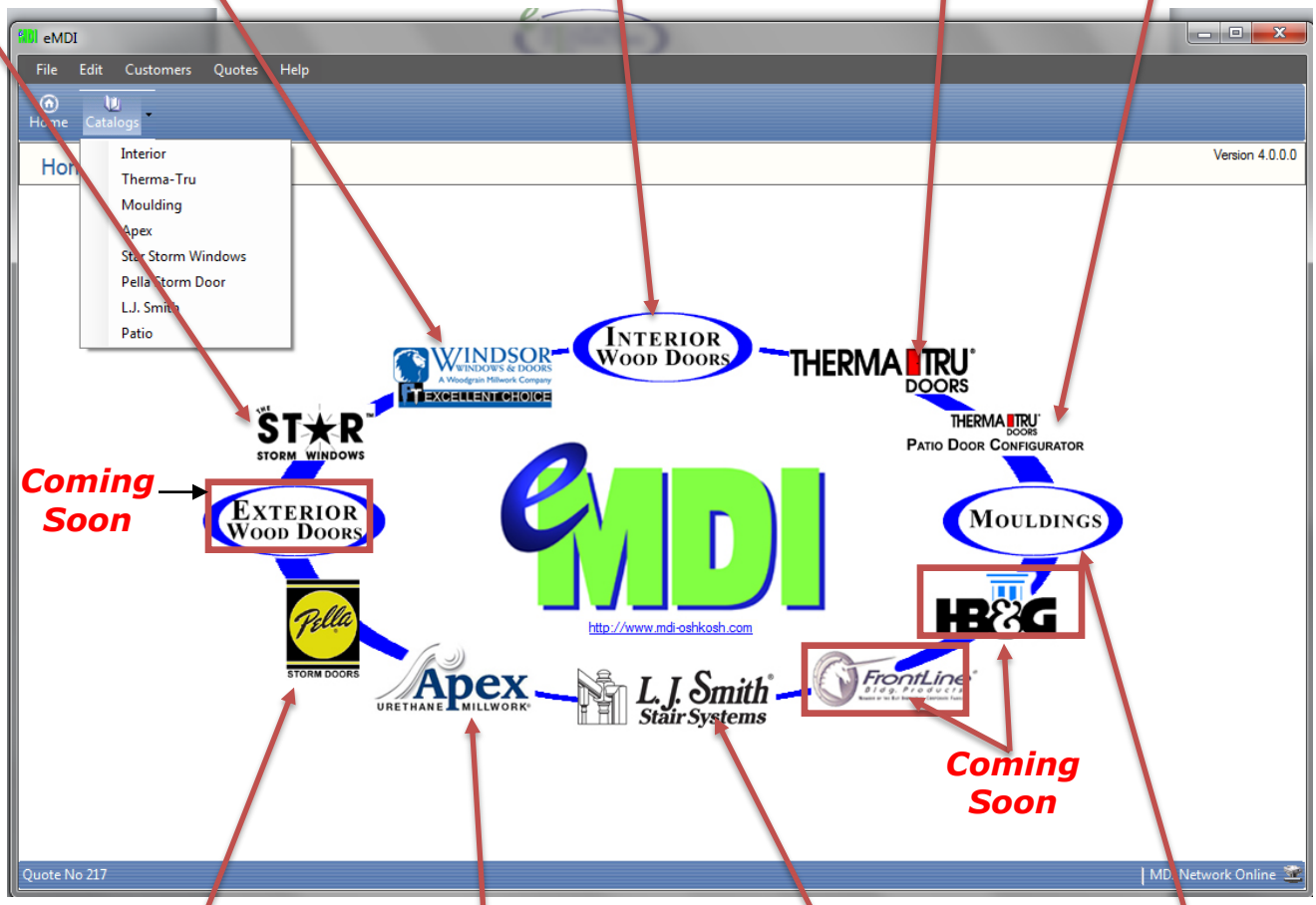
Star storm windows access through eMDI

Access to PTQ software for Windsor Clients

Interior door configurator access through eMDI

Therma Tru Configurator access through eMDI

Access to Therma Tru patio doors through internet

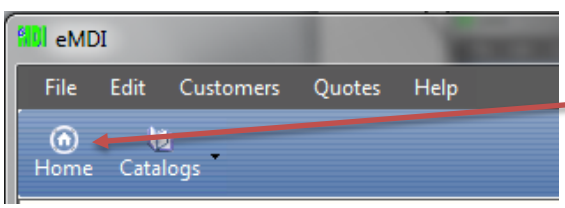


Pella Storm Door configurator access through eMDI

Apex configurator access through eMDI

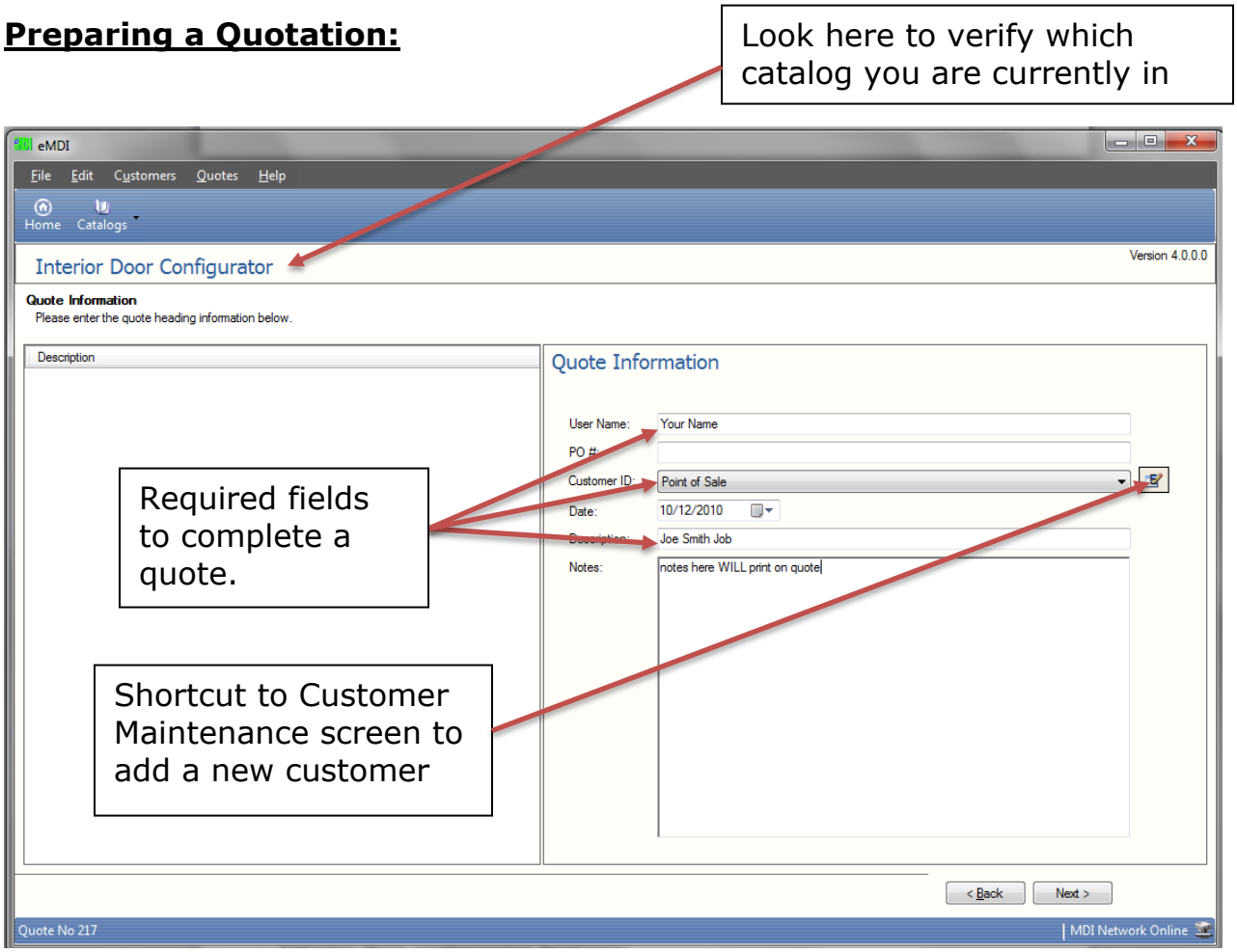
L.J. Smith Stairs configurator access through eMDI

Mouldings Configurator access through eMDI

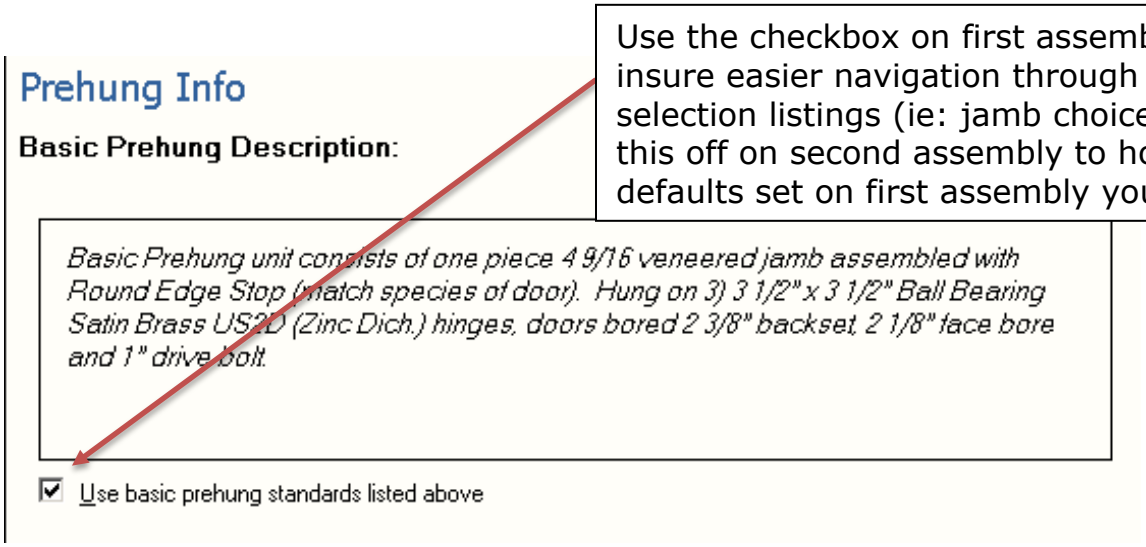


Anytime and anywhere within the eMDI program, you can return to the home screen pointing and clicking here.

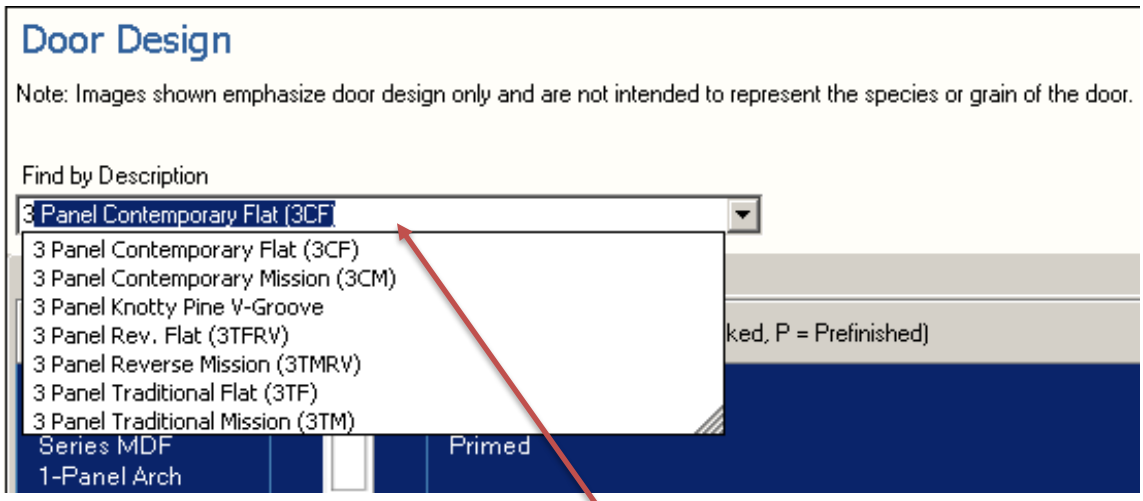
Preparing a Quotation:


Look here to verify which catalog you are currently in
eMDI
File Edit Customers Quotes Help
Home Catalogs
Interior Door Configurator
Version 4.0.0.0
Quote Information
Please enter the quote heading information below.
Description
Quote Information
User Name: Your Name
PO #:
Customer ID: Point of Sale
Date: 10/12/2010
Joe Smith Job
Notes: notes here WILL print on quote
Required fields to complete a quote.
Shortcut to Customer Maintenance screen to add a new customer
< Back
Next >
Quote No 217
MDI Network Online

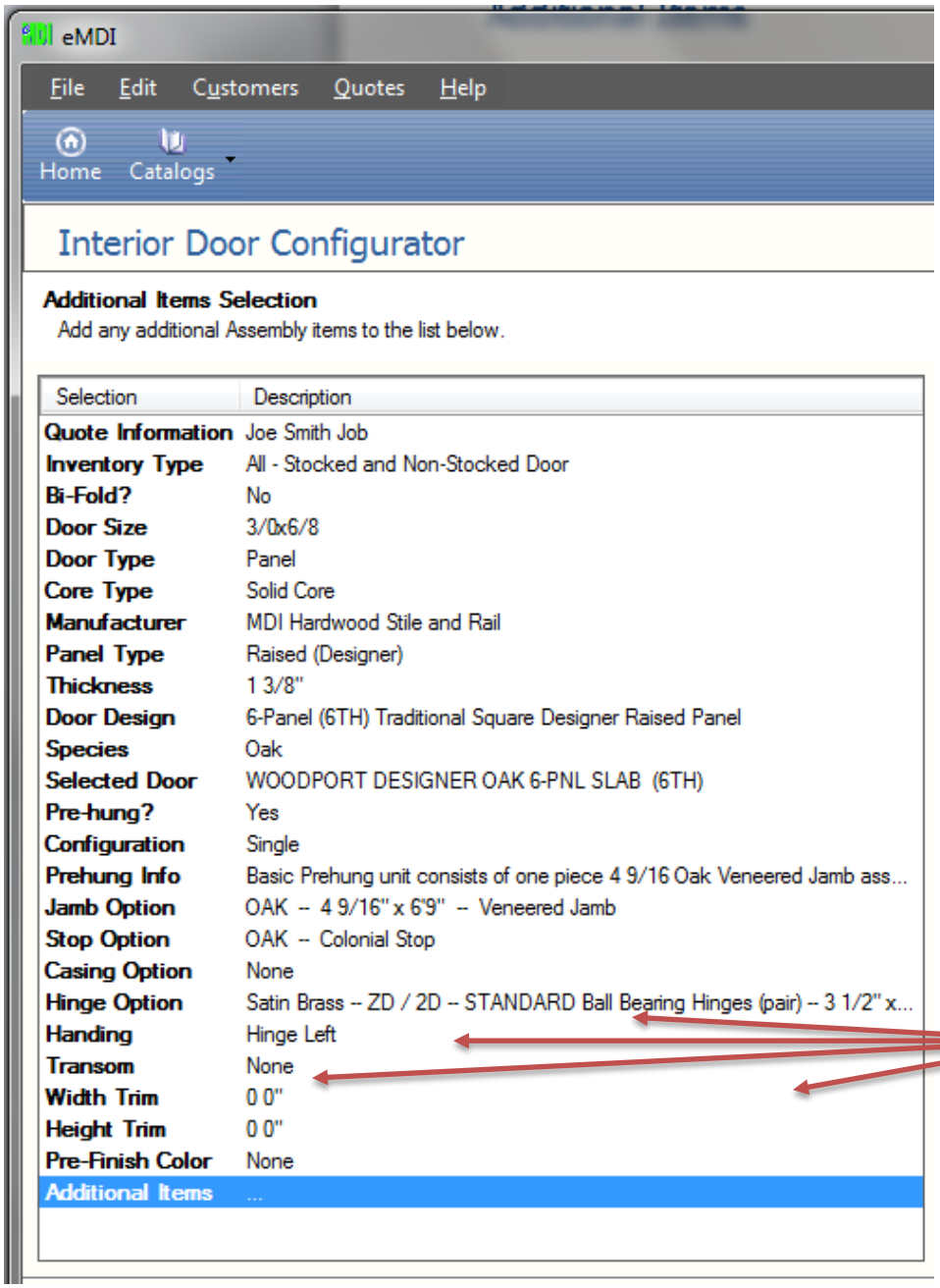
Interior door configurator features:


Prehung Info
Basic Prehung Description:
Basic Prehung unit consists of one piece 4 9/16 veneered jamb assembled with Round Edge Stop (match species of door). Hung on 3) 3 1/2" x 3 1/2" Ball Bearing Satin Brass US2D (Zinc Dich.) hinges, doors bored 2 3/8" backset, 2 1/8" face bore and 1" drive bolt.
Use basic prehung standards listed above

Use the checkbox on first assembly to insure easier navigation through larger selection listings (ie: jamb choices). Turn this off on second assembly to hold defaults set on first assembly you entered


Door Design
Note: Images shown emphasize door design only and are not intended to represent the species or grain of the door.
Find by Description
3 Panel Contemporary Flat (3CF)
3 Panel Contemporary Flat (3CF)
3 Panel Contemporary Mission (3CM)
3 Panel Knotty Pine V-Groove
3 Panel Rev. Flat (3TFRV)
3 Panel Reverse Mission (3TMRV)
3 Panel Traditional Flat (3TF)
3 Panel Traditional Mission (3TM)
ked, P = Prefinished)
Series MDF
1-Panel Arch
Primed

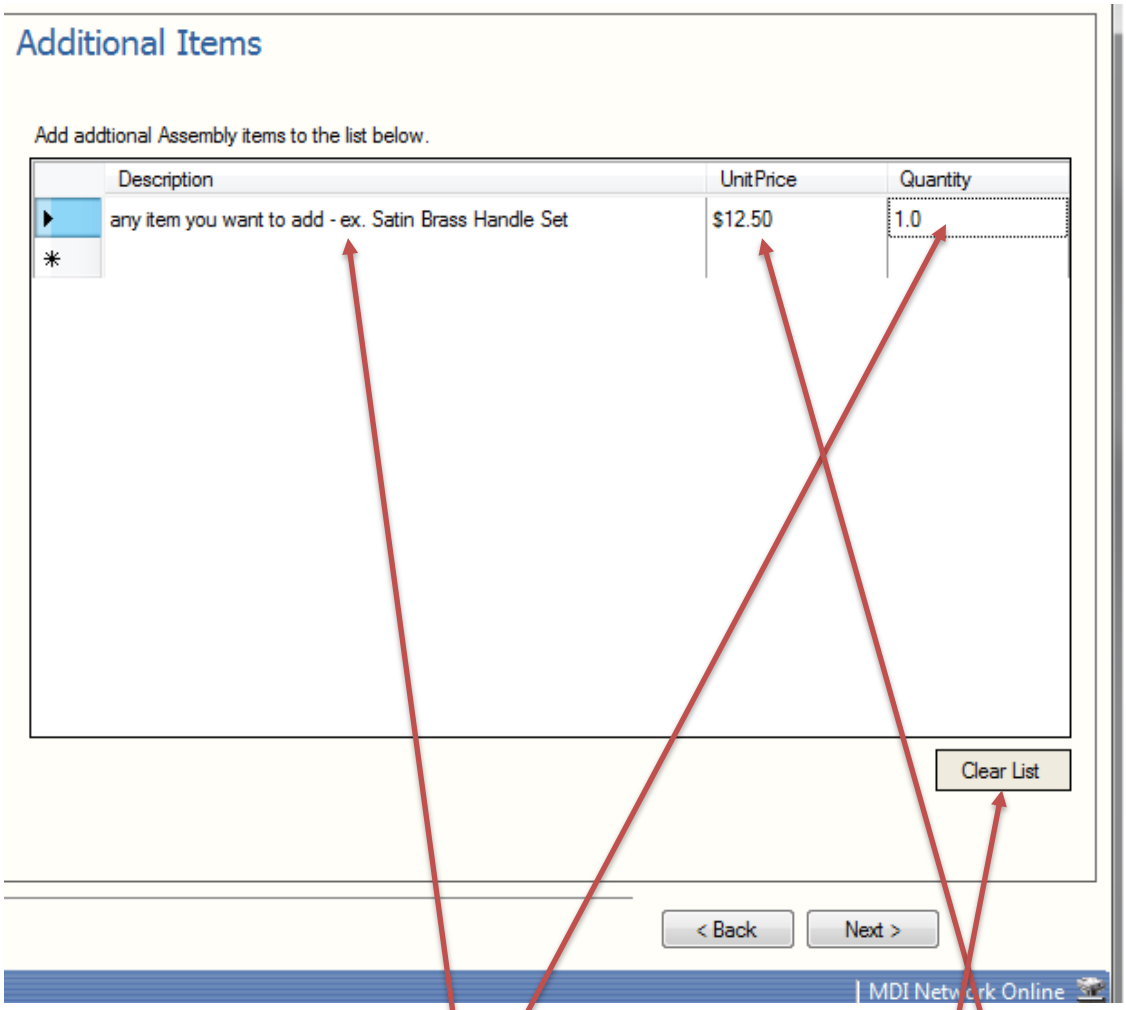
Expedite search for door styles by leading with number of panels being typed into description box.


eMDI
File Edit Customers Quotes Help
Home Catalogs
Interior Door Configurator
Additional Items Selection
Add any additional Assembly items to the list below.
Selection Description
Quote Information Joe Smith Job
Inventory Type All - Stocked and Non-Stocked Door
Bi-Fold? No
Door Size 3/0x6/8
Door Type Panel
Core Type Solid Core
Manufacturer MDI Hardwood Stile and Rail
Panel Type Raised (Designer)
Thickness 1 3/8"
Door Design 6-Panel (6TH) Traditional Square Designer Raised Panel
Species Oak
Selected Door WOODPORT DESIGNER OAK 6-PNL SLAB (6TH)
Pre-hung? Yes
Configuration Single
Prehung Info Basic Prehung unit consists of one piece 4 9/16 Oak Veneered Jamb ass...
Jamb Option OAK -- 4 9/16" x 6'9" -- Veneered Jamb
Stop Option OAK -- Colonial Stop
Casing Option None
Hinge Option Satin Brass -- ZD / 2D -- STANDARD Ball Bearing Hinges (pair) -- 3 1/2" x...
Handing Hinge Left
Transom None
Width Trim 0 0"
Height Trim 0 0"
Pre-Finish Color None
Additional Items ...

Any item in the assembly recipe can be changed in this screen. Click on the option you want to make a change to, it will go directly to that screen.

Standard defaults

Using the additional item screen:



This section allows the user to input their own item that they want tagged to the assembly. Please note that it is necessary to apply the proper quantity.

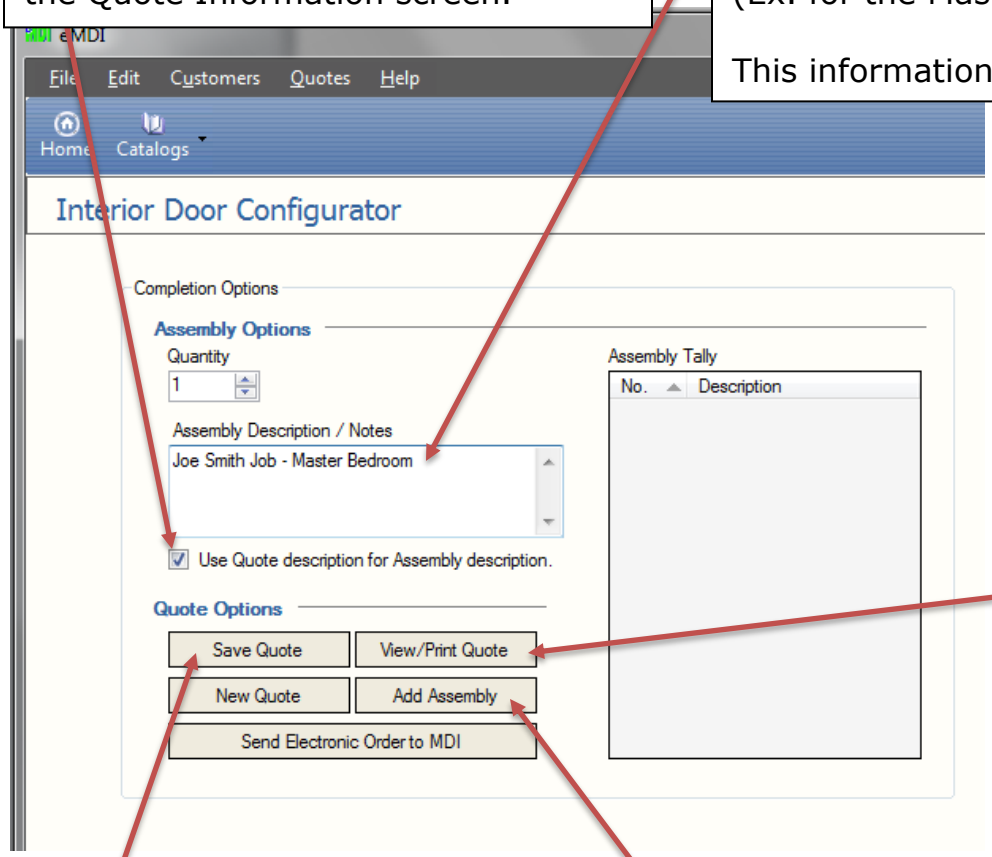
NOTE – If you enter information into the **Additional Items**, it <u>will remain</u> in additional assemblies. If you want to remove from the next assembly, hit **Clear List**.

In the report screen you can choose whether or not to apply a discount to this pricing

Check mark will transfer information you entered in the Notes section in the Quote Information screen.

You can also add specific information for this particular assembly.
(Ex. for the Master Bedroom)

This information will print on unit tags



To view and/or print the quote.

If this is the last Interior Door Assembly you are entering, Save Quote.

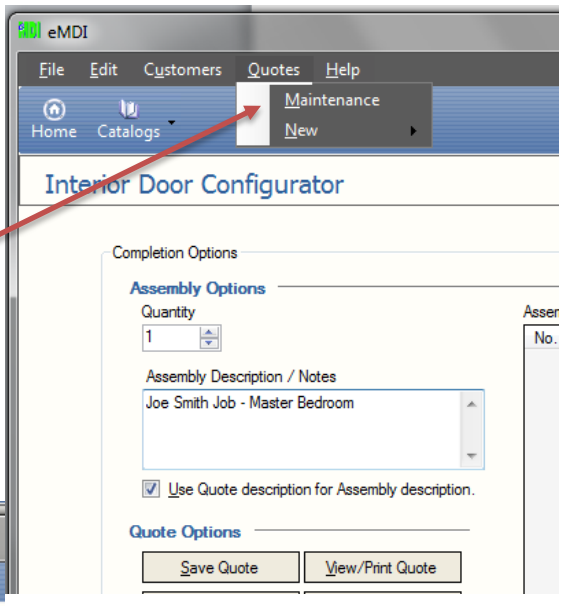
Adding another assembly in the same Configurator (ex. another Interior Door) – Add Assembly
(It will automatically save quote)

Combining catalog sections on a quotation:

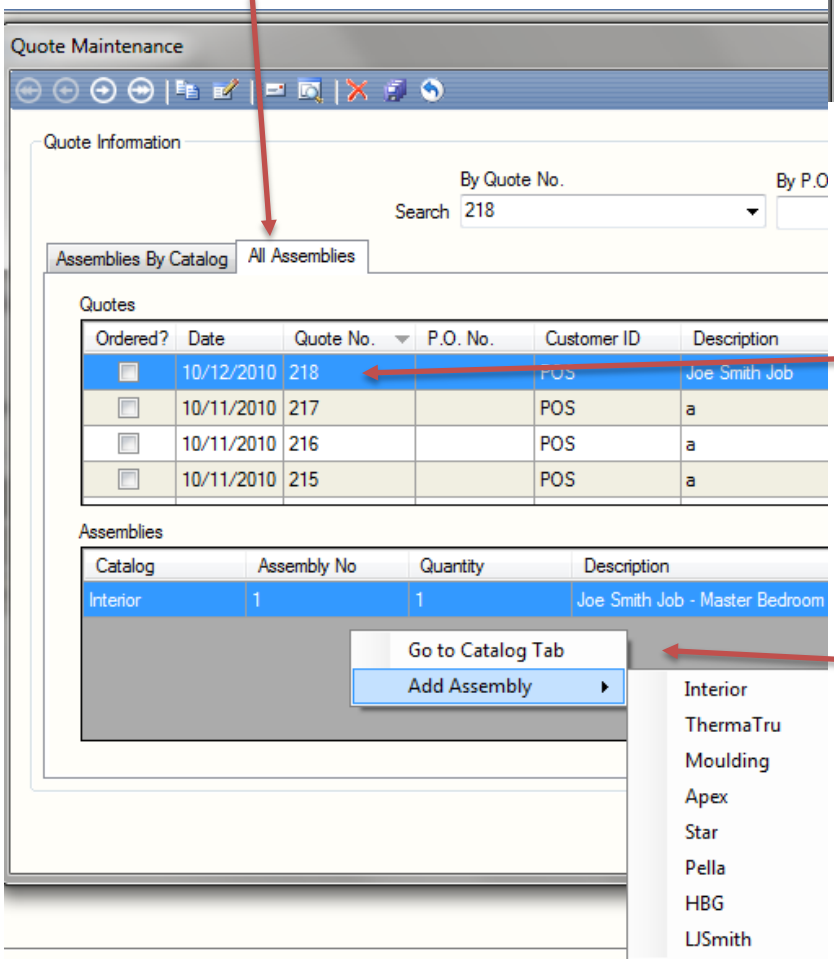
By switching to a new catalog section through the home screen will **not** allow the user to combine MDI products on one quote. In fact, it will begin a new quotation under that catalog section.

To add products from different catalogs to the current quote, first Save Quote, then go to Quotes – Maintenance.

Enter through quote maintenance to allow combined product quotes.



Click on tab for All Assemblies

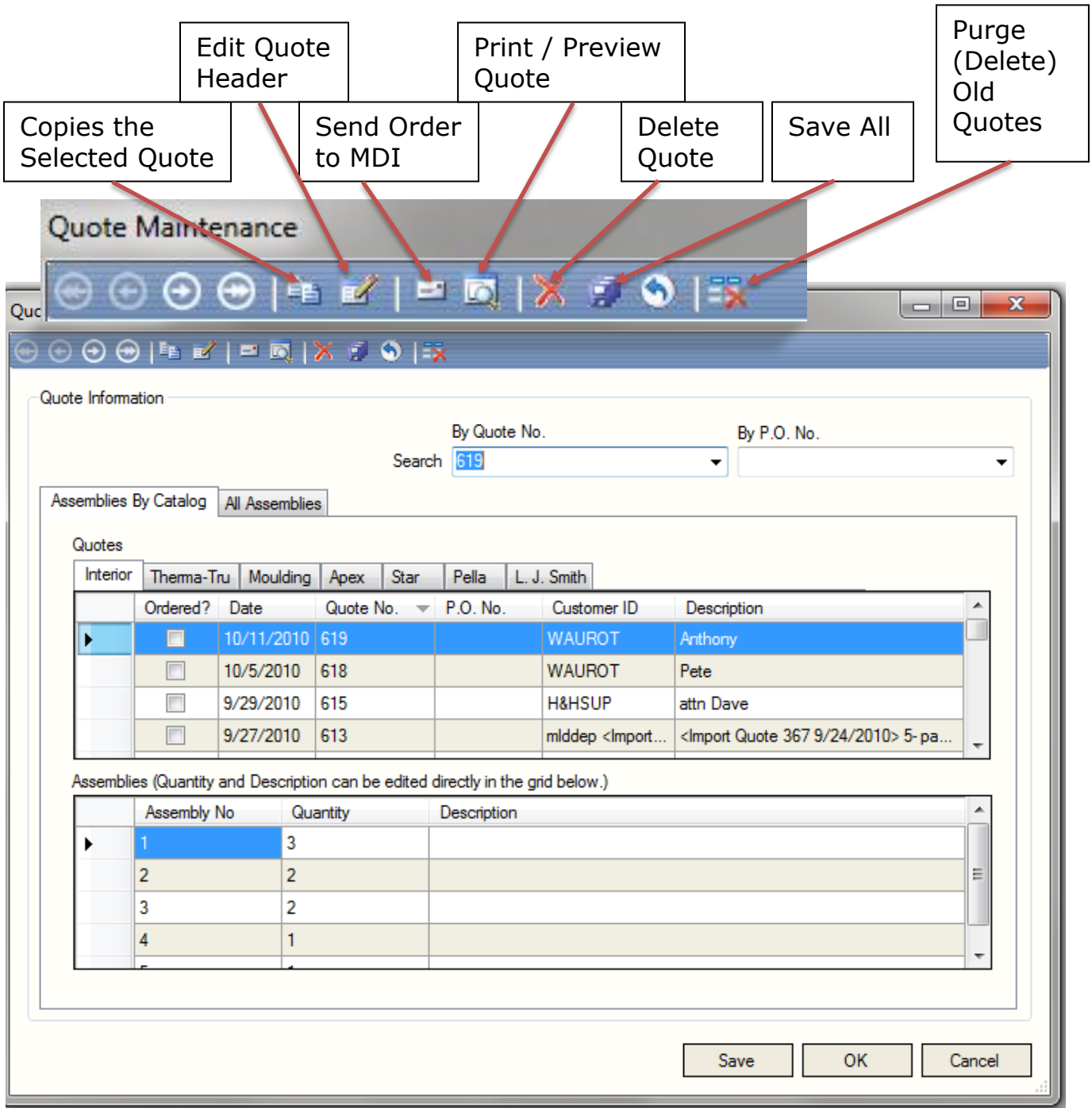


Verify that your current quote is highlighted

Right-click in gray box
– Add Assembly
– choose a catalog

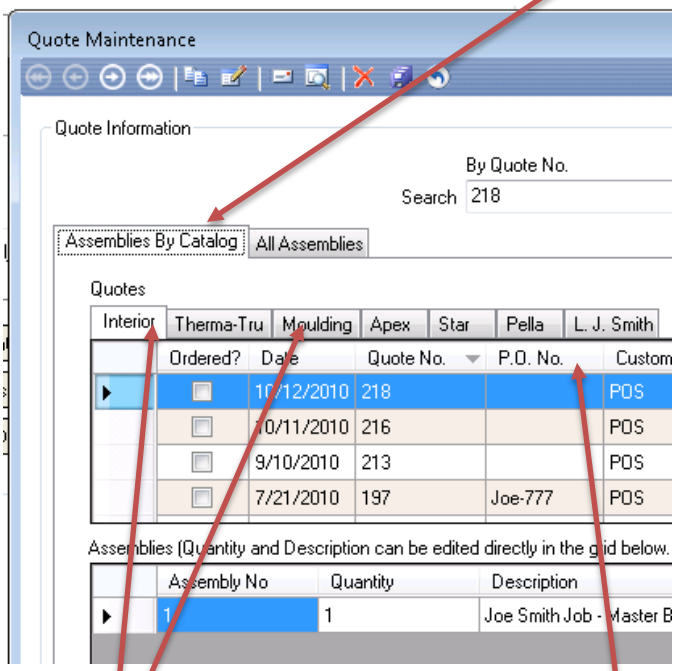
Features of Quote Maintenance:

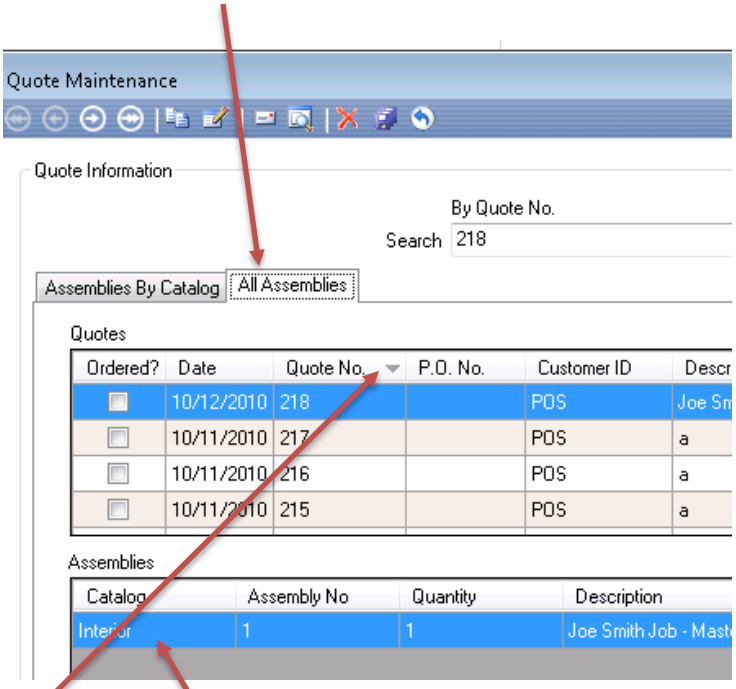
Here you can search for previous quotes (by catalog, or all quotes), Add, Edit, Copy or Delete quotes and assemblies, view/print quotes, and submit quotes as orders to MDI.



Searching for a Quote

Choose first to search **Assemblies By Catalog** or **All Assemblies**.

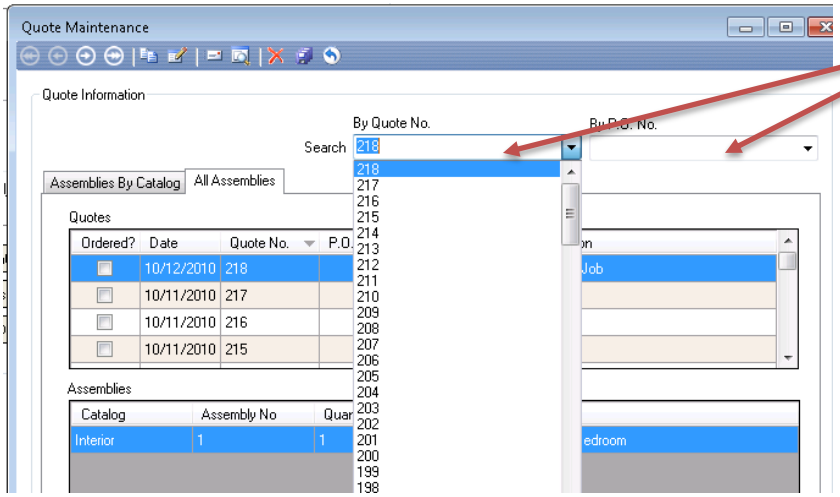




Assemblies By Catalog will only show the quotes that contain that product. Click on the tab of the catalog you want to search through.

You may sort the quotes by any of the headers. Just click on the header to sort ascending, or click again for descending.

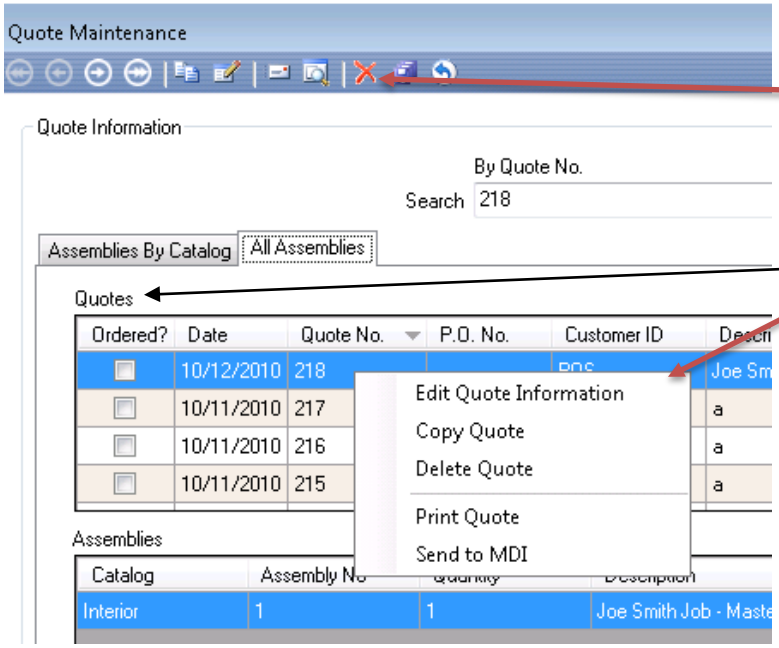
All Assemblies will show every quote. When a quote is highlighted, down in the Assemblies box it will show which assemblies are in that quote, and which Catalog they are from.



You can also search for quotes by the Quote No. or by P.O. No. by typing in the number in the search boxes here

Add, Edit, Copy or Delete

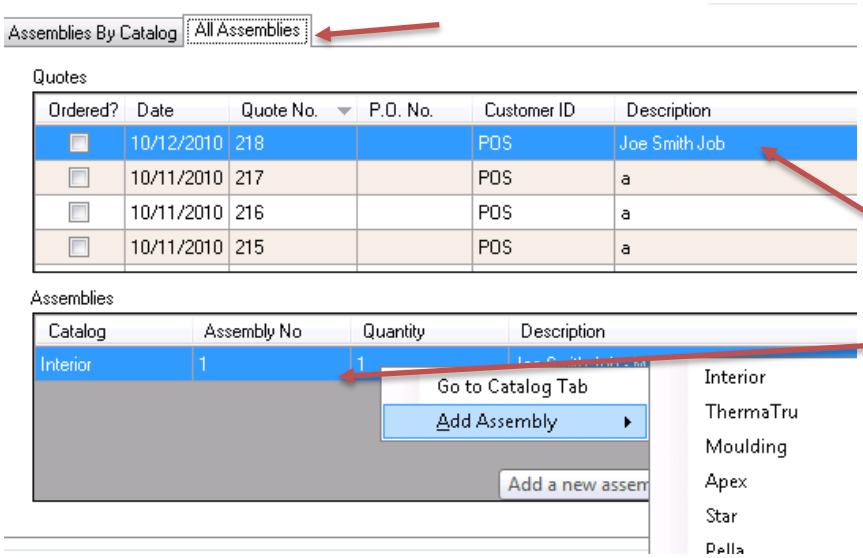
Entire Quotes – While you have the Quote highlighted, right-click on the quote for options to Edit Quote, Copy Quote, Delete Quote, Print Quote or Send to MDI. You can do this from either the Assemblies By Catalog or All Assemblies tab.



To Delete a quote, you can also highlight the quote, then click on the Red X in the header.

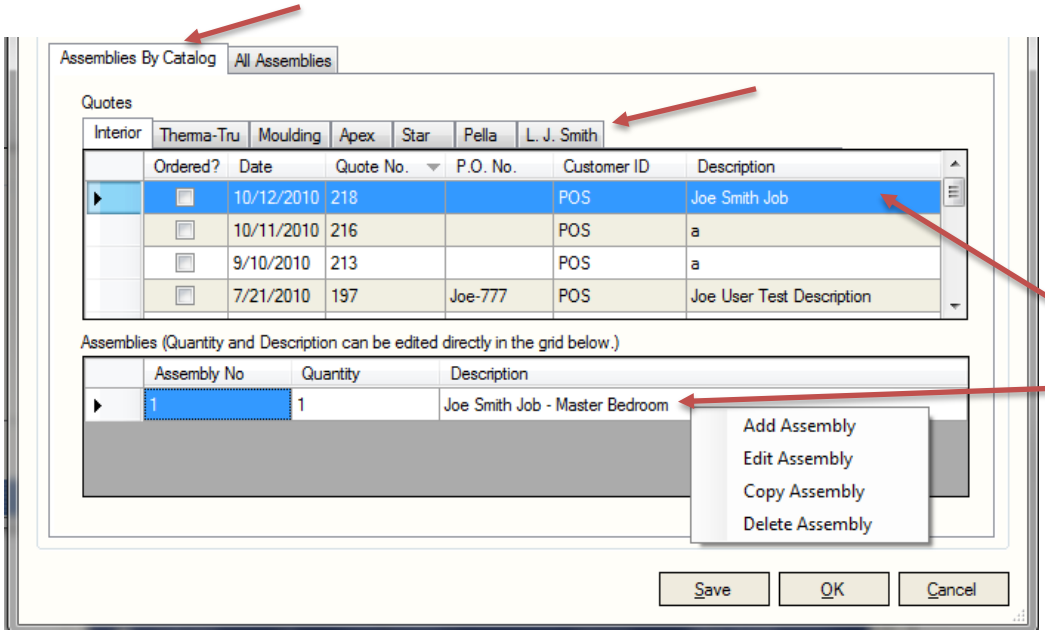
In the Quotes box, right-click on the quote for options.

Assemblies within a Quote – From **All Assemblies tab**:
Highlight the quote, then right-click in the Assemblies box below for options to **Add** Assembly from any catalog.
NOTE - you can ONLY **Add** from the All Assemblies tab.
To **Edit**, **Copy** or **Delete** an assembly, or to change the quantity or description, go to Assemblies by Catalog tab.)



Highlight the quote in the Quotes box, then **right-click** in the Assemblies Box.

Assemblies within a Quote – From **Assemblies By Catalog tab**:
Highlight the quote, then right-click in the Assemblies box below for options to **Add** Assembly, **Edit** Assembly, **Copy** Assembly or **Delete** Assembly.

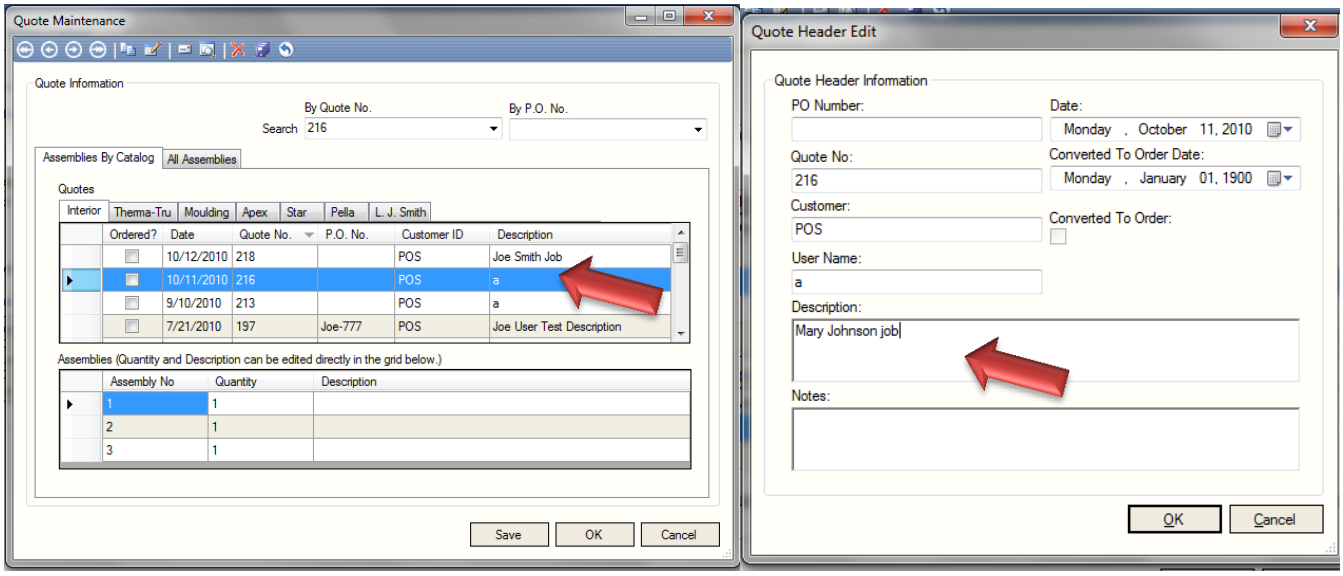


Highlight the quote in the Quotes box, then **right-click** in the Assemblies Box.

NOTE - if you **Add** an assembly from the Assemblies By Catalog Tab, you can only add product from that same catalog. (Ex. if you are adding to an existing quote under the Interior tab, you can only add Interior doors to that quote. To Add from different catalogs, go to the All Assemblies tab.

Quote Header changes - You can make the following changes within the Quote Maintenance screen:

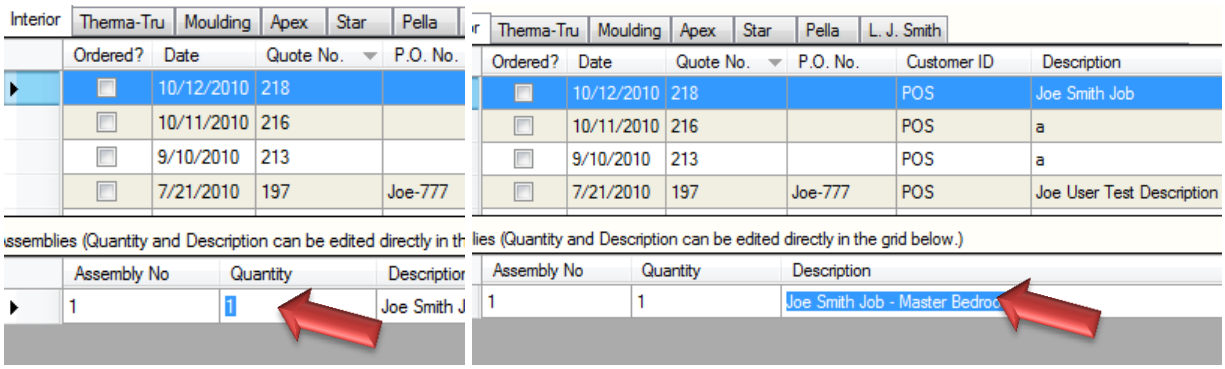
Quotes: Add a P.O. No. or Change Description
Double-click in the box you want to make a change – the Quote Header Edit box will pop up. You can then make the changes here.



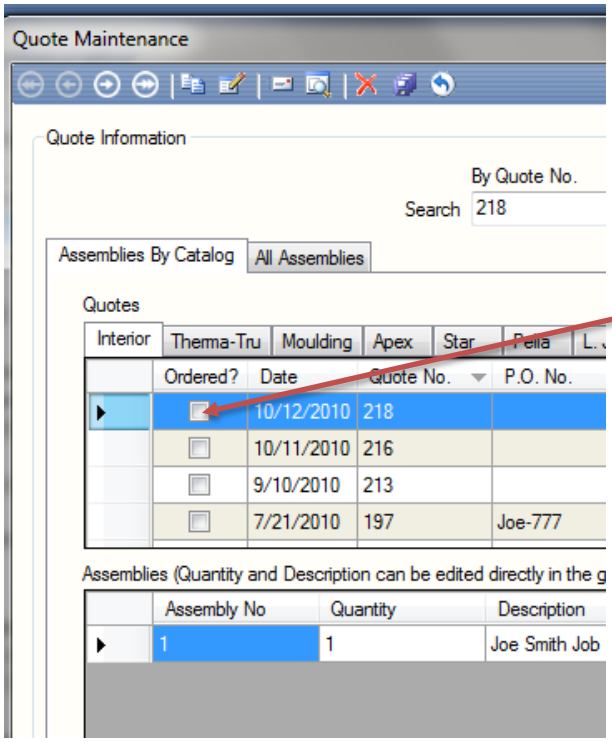
Changing Quantities or Descriptions in Quote Maintenance

This can only be done under the Assemblies by Catalog tab.

Click in the box containing the quantity, and type in the number you want
Click in the Description and make any changes you want



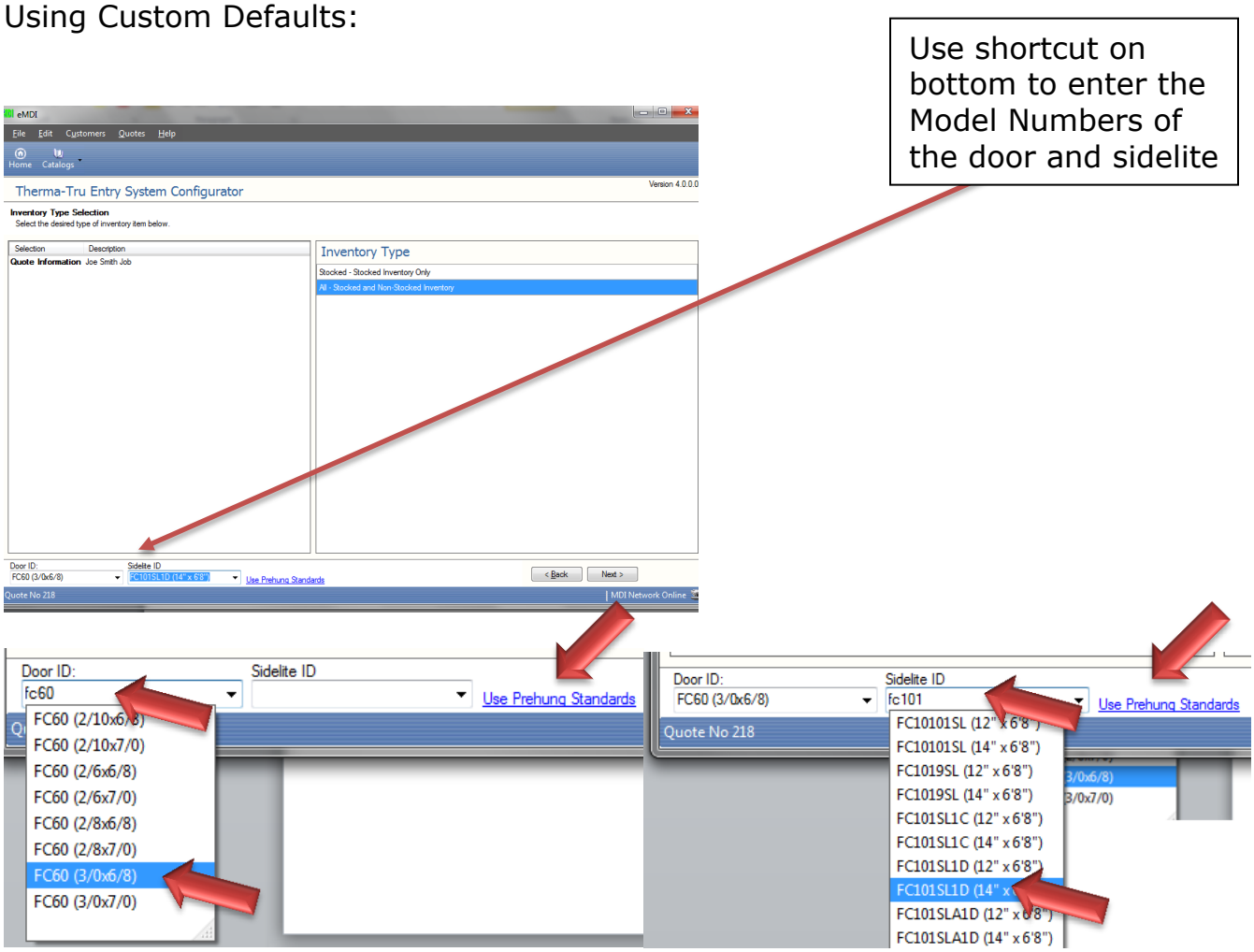
Check to see if you placed an order with MDI



There will be a ✓ in the Ordered? Box if a quote was electronically submitted to MDI

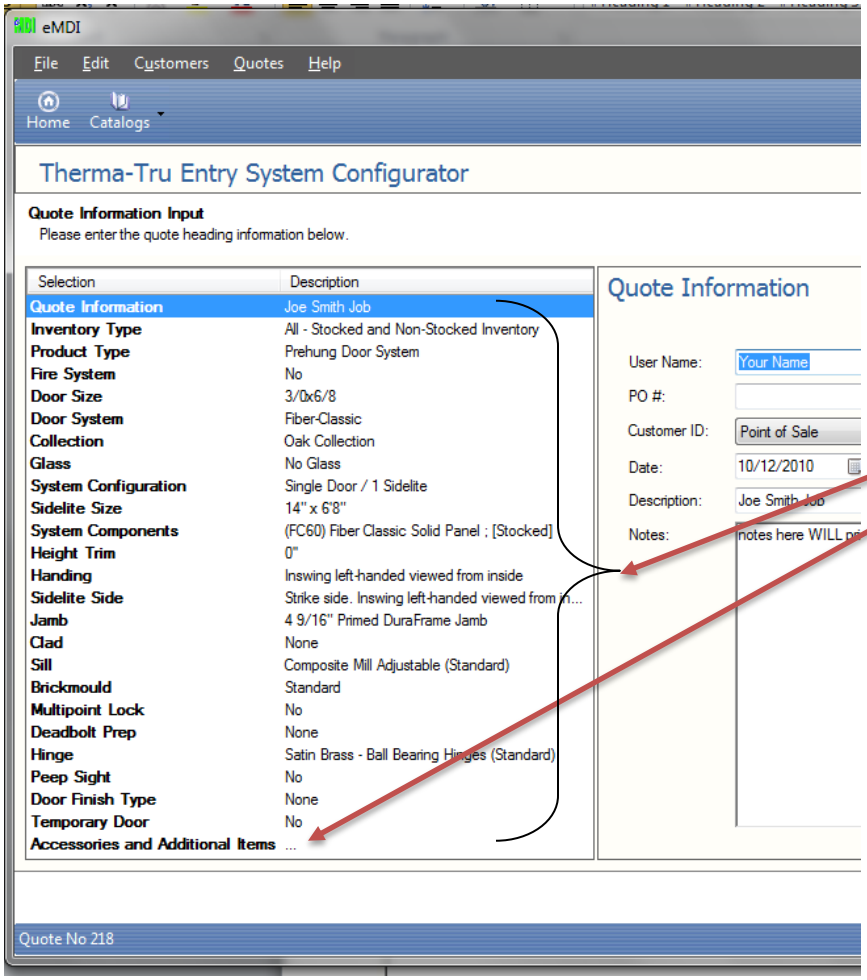
Features of the Therma Tru Configurator:

Using Custom Defaults:



Use the shortcuts on the bottom to enter the Style Number of the door and sidelite. (Make sure to click inside the box, then start typing the model number, the options will start come up, then click on the one you want.
Then click on Use Prehung Standards

After selecting Use Prehung Standards, it will build the system using defaults. If you want to go with the defaults, and everything in the box on the left looks correct, you can click on the bottom option, Accessories and Additional Items, to go directly to the end of the quote. Or if you want to make any changes, simply click on the first option you want to change, then click Next to go through the remainder of the questions.

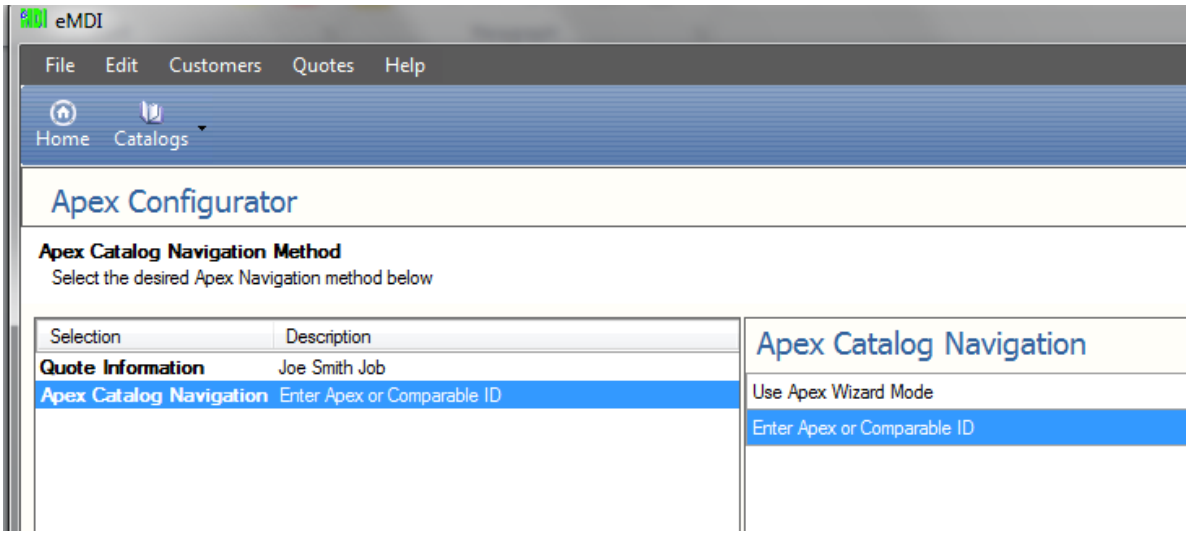

eMDI
File Edit Customers Quotes Help
Home Catalogs
Therma-Tru Entry System Configurator
Quote Information Input
Please enter the quote heading information below.
Selection Description
Quote Information Joe Smith Job
Inventory Type All - Stocked and Non-Stocked Inventory
Product Type Prehung Door System
Fire System No
Door Size 3/0x6/8
Door System Fiber-Classic
Collection Oak Collection
Glass No Glass
System Configuration Single Door / 1 Sidelite
Sidelite Size 14" x 6'8"
System Components (FC60) Fiber Classic Solid Panel ; [Stocked]
Height Trim 0"
Handing Inswing left-handed viewed from inside
Sidelite Side Strike side. Inswing left-handed viewed from in...
Jamb 4 9/16" Primed DuraFrame Jamb
Clad None
Sill Composite Mill Adjustable (Standard)
Brickmould Standard
Multipoint Lock No
Deadbolt Prep None
Hinge Satin Brass - Ball Bearing Hinges (Standard)
Peep Sight No
Door Finish Type None
Temporary Door No
Accessories and Additional Items ...
Quote Information
User Name: Your Name
PO #:
Customer ID: Point of Sale
Date: 10/12/2010
Description: Joe Smith Job
Notes:
Quote No 218

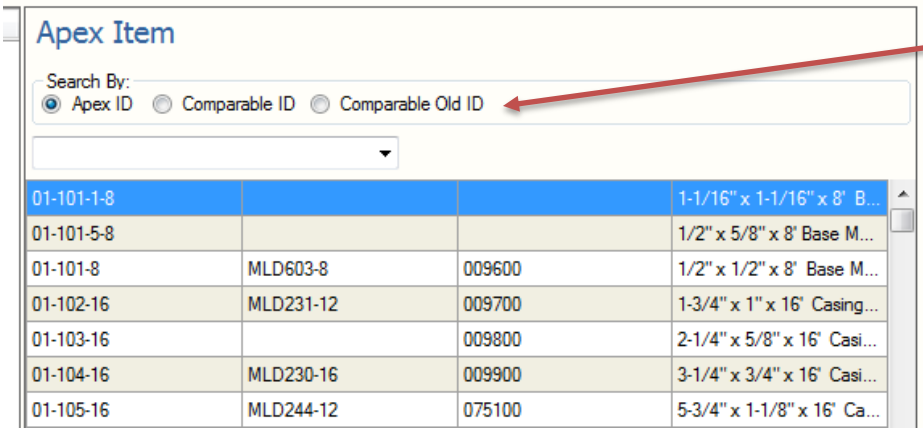
Check if everything looks correct here. If not click where you want to make a change.

Features of the Apex Configurator:

If you do not have the Apex (or comparable) ID, click on **Use Apex Wizard Mode** to search by the different Types offered.

If you already know the Apex ID or have a comparable (Fypon) ID, you can enter the quote by using those ID's. Click on **Enter Apex or Comparable ID**.

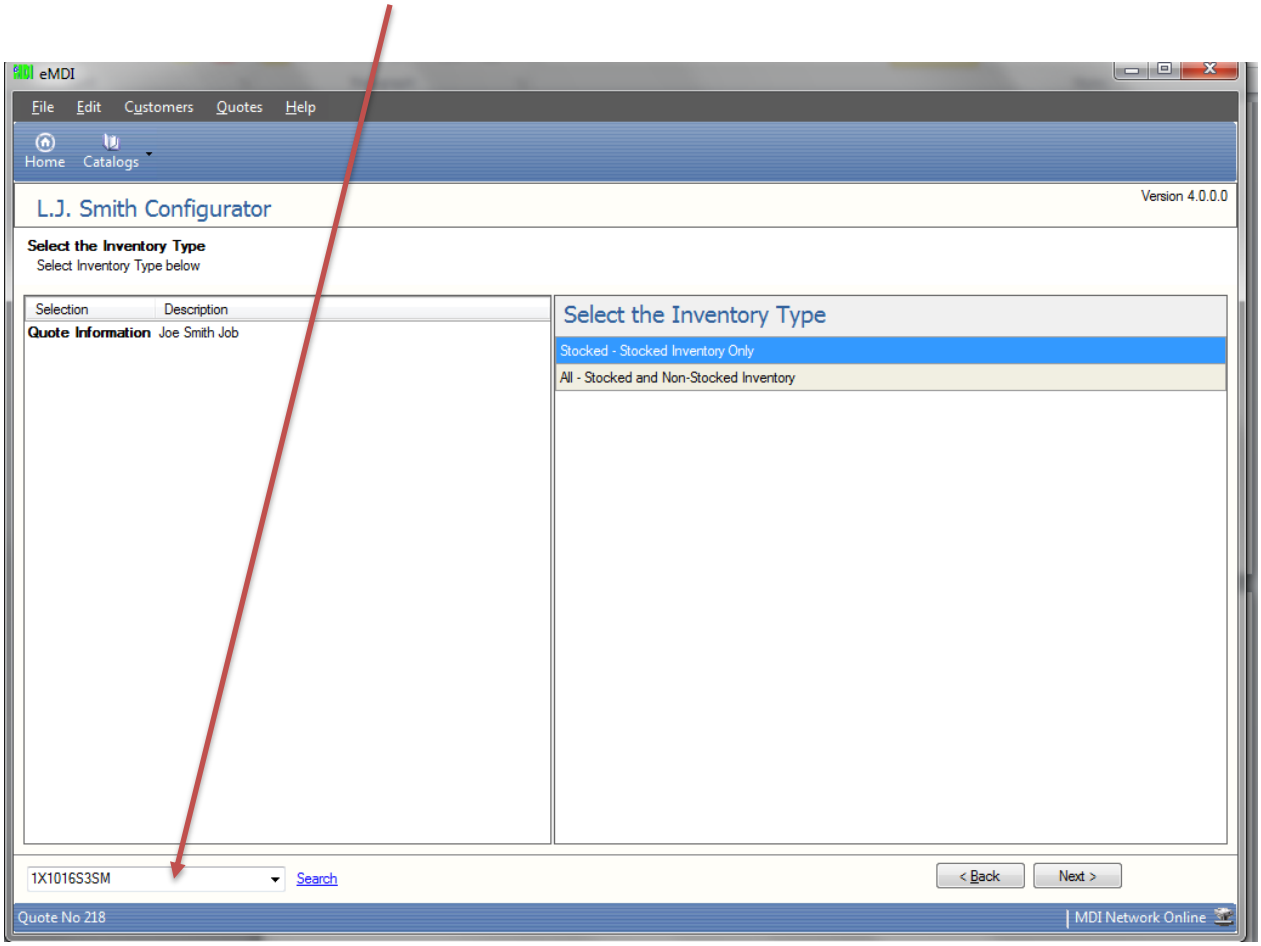


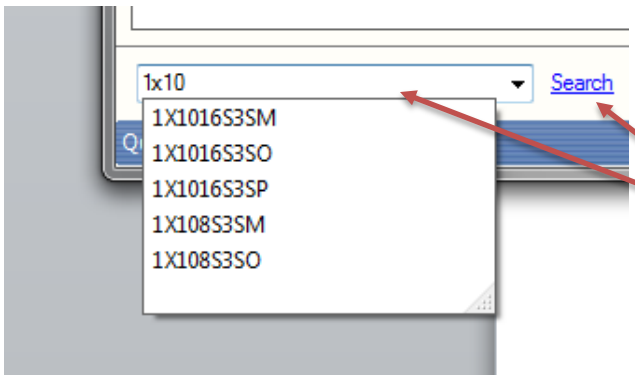


Search by Apex ID, Fypon ID, or Old Fypon ID

Features of the L.J. Smith Configurator:

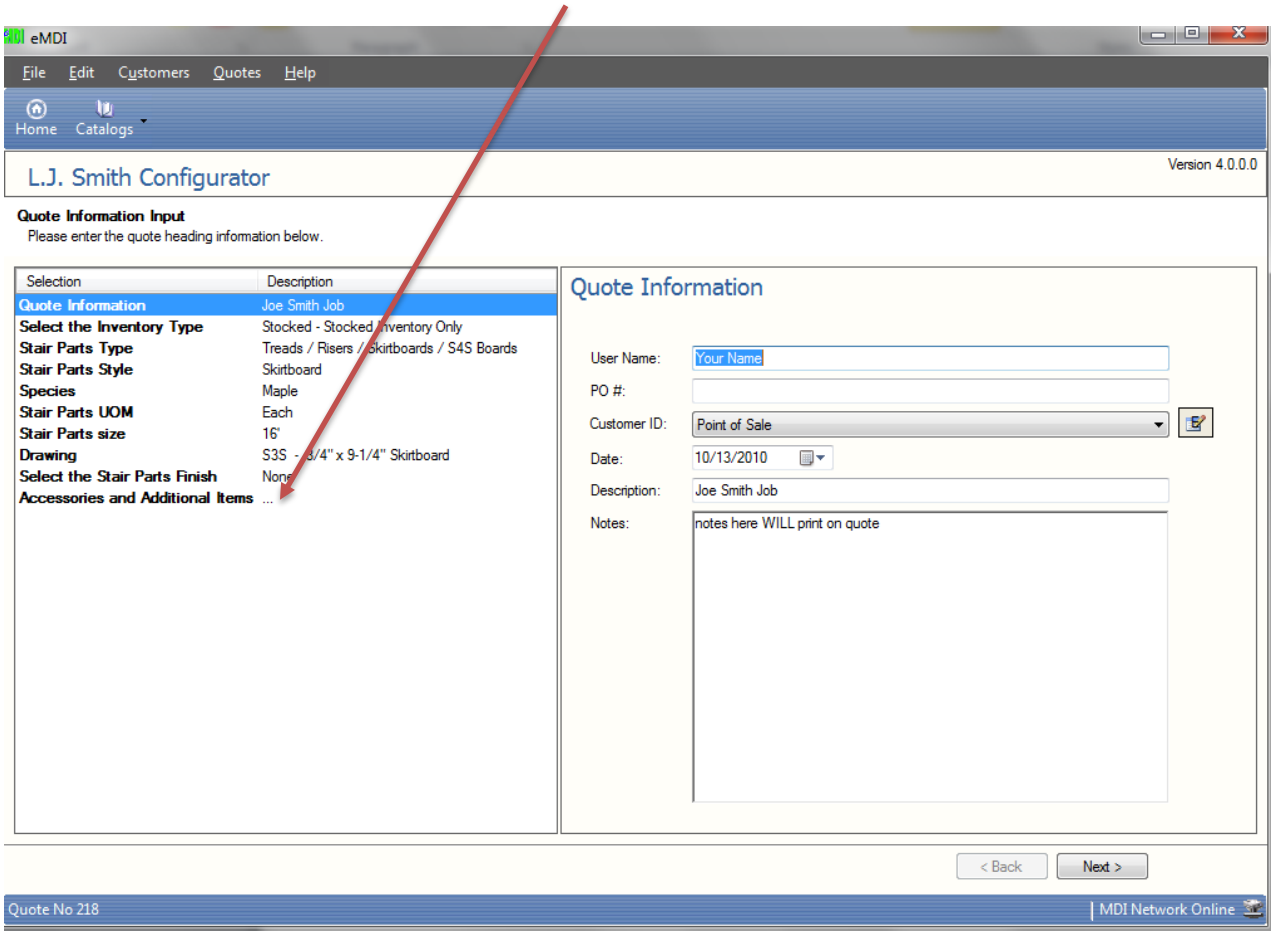
If you already know the L.J. Smith Model Number, you can use the shortcut on the bottom of the first screen.

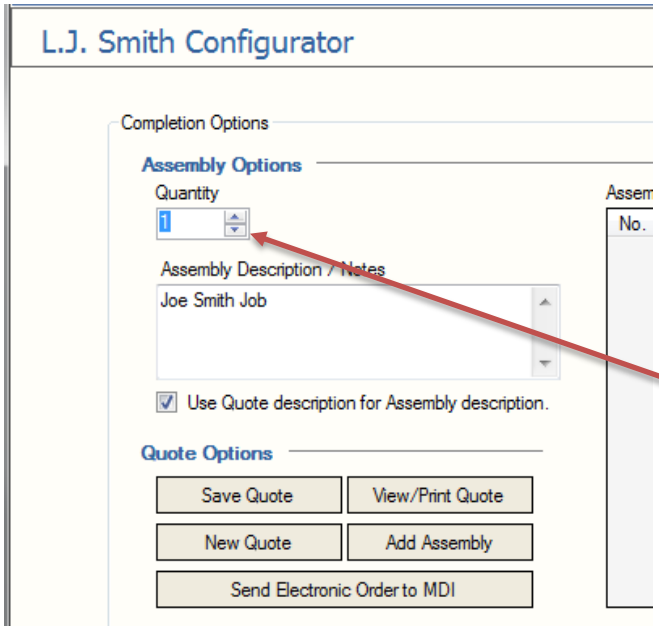




Click in the box and start typing the ID number. Selections will pop up for you to pick from. Click on the correct one, it will go into the box, then click Search.

You will be shown the item that you picked in the box on the left. If everything looks correct, you can click on the last item, Accessories and Additional Item to go directly to the last screen, then hit Next to finish.

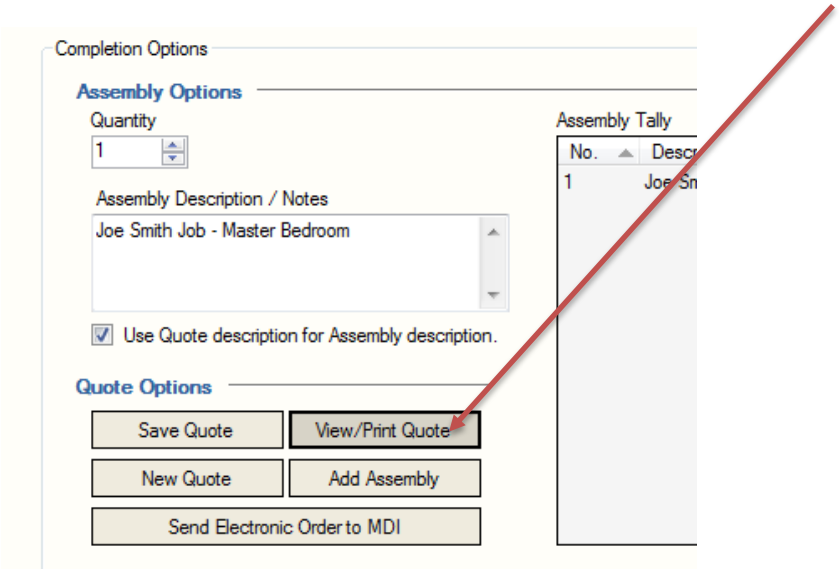




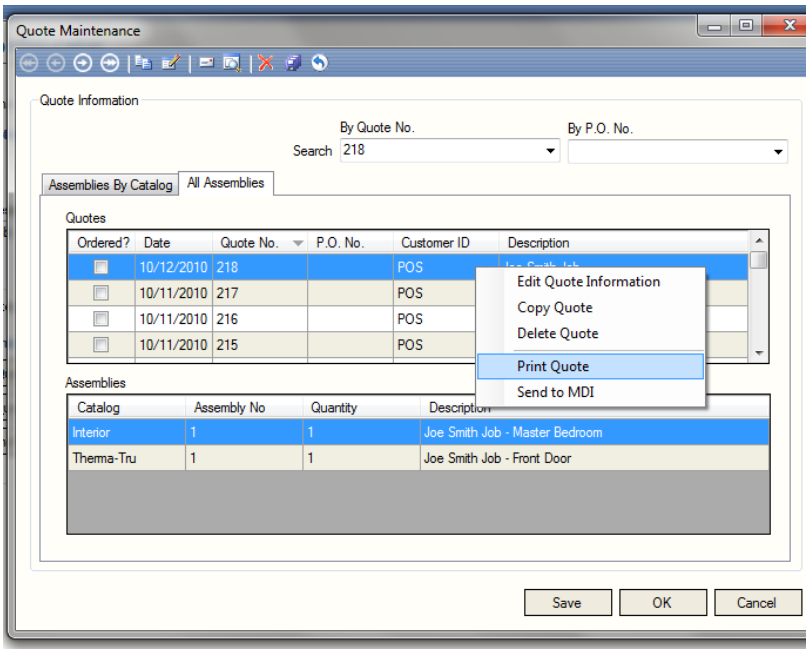
You can change the Quantity of any item by either highlighting the quantity and typing in the new quantity, or use the up and down toggles.

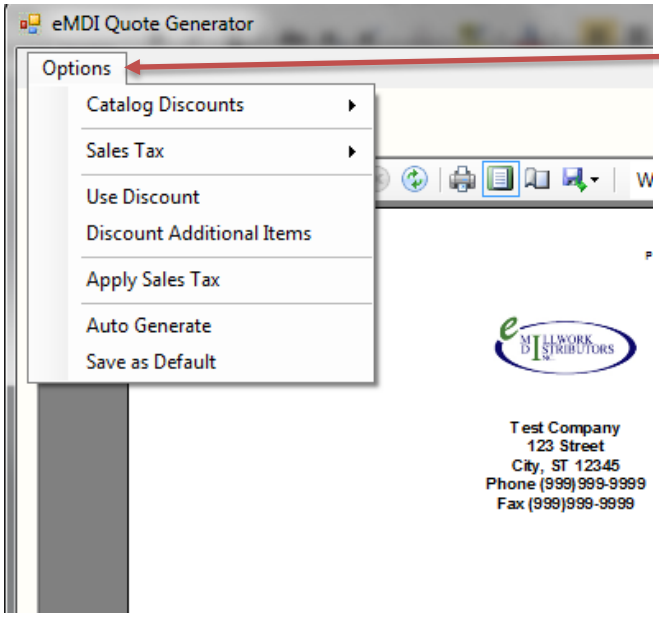
It is time to present a quotation:

At the end of entering a quote, click on View/Print Quote.



Or from the Quote Maintenance screen, right-click on the quote, and select Print Quote.

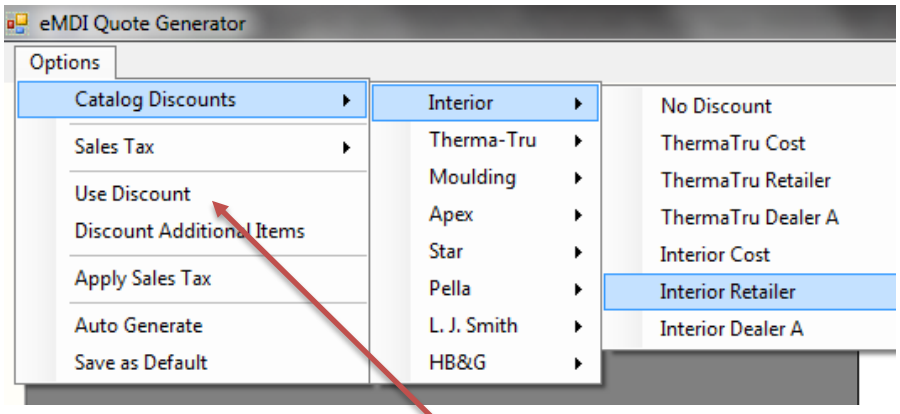




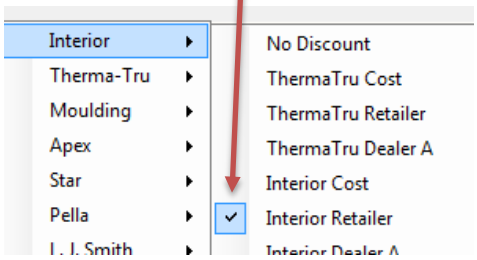
Click on **Options** in upper left-hand corner

Applying Discounts

Click on Catalog Discounts, then the Catalog you want to apply discount to, then select the correct Discount (Note – discounts are set up in Customer Maintenance, refer to page 11)



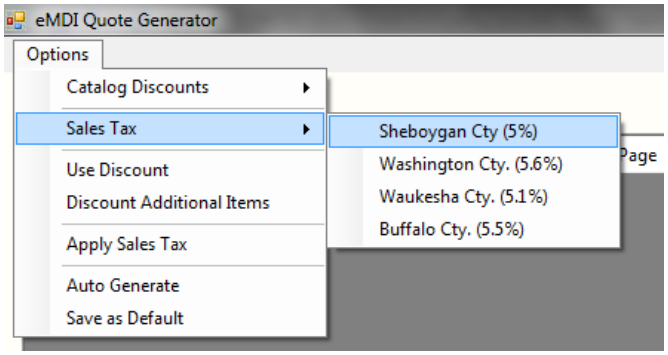
A check mark will be added after selecting

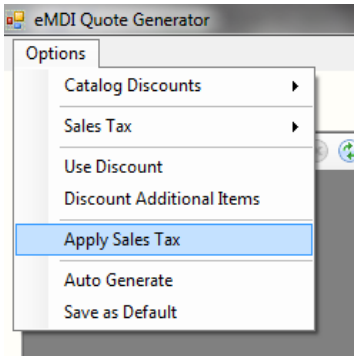


*** Make sure to click on **Use Discount** after setting up discounts.

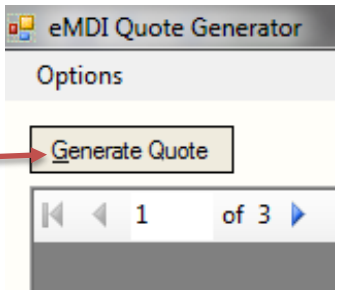
Applying Sales Tax

Click on Sales Tax to select which sales tax you want to use on this quote.
Then click on Apply Sales Tax



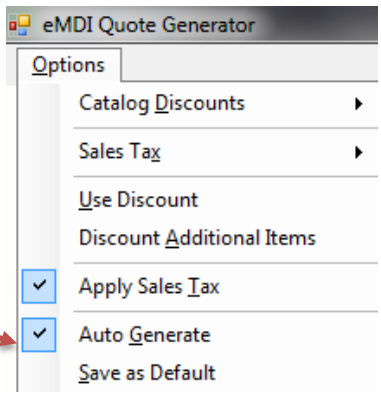


IMPORTANT - When you have finished applying discounts and sales tax, click on **Generate Quote.**
This will apply all your options to the quote.

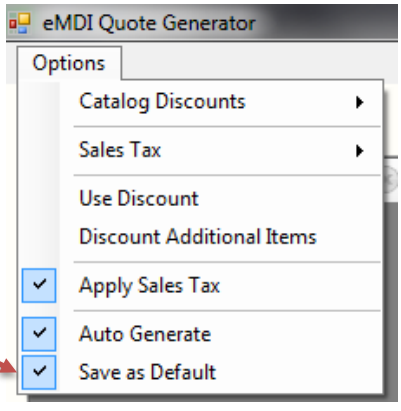


OR

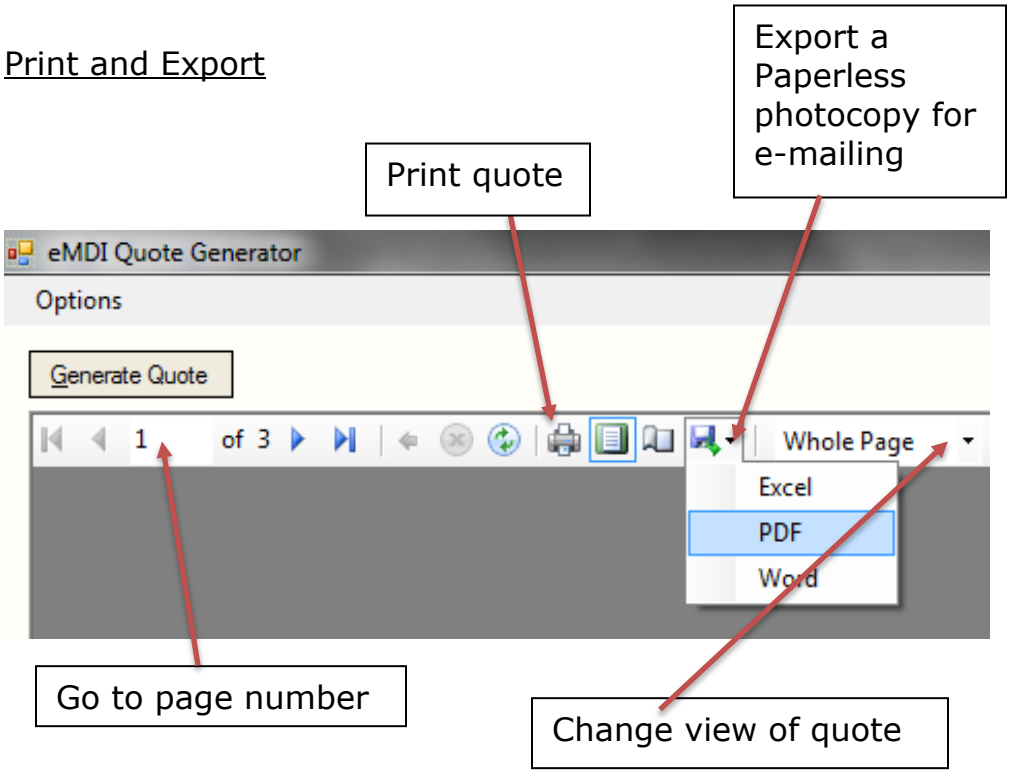
Auto Generate
Any selections you make (discounts or sales tax) will automatically Generate your quote.

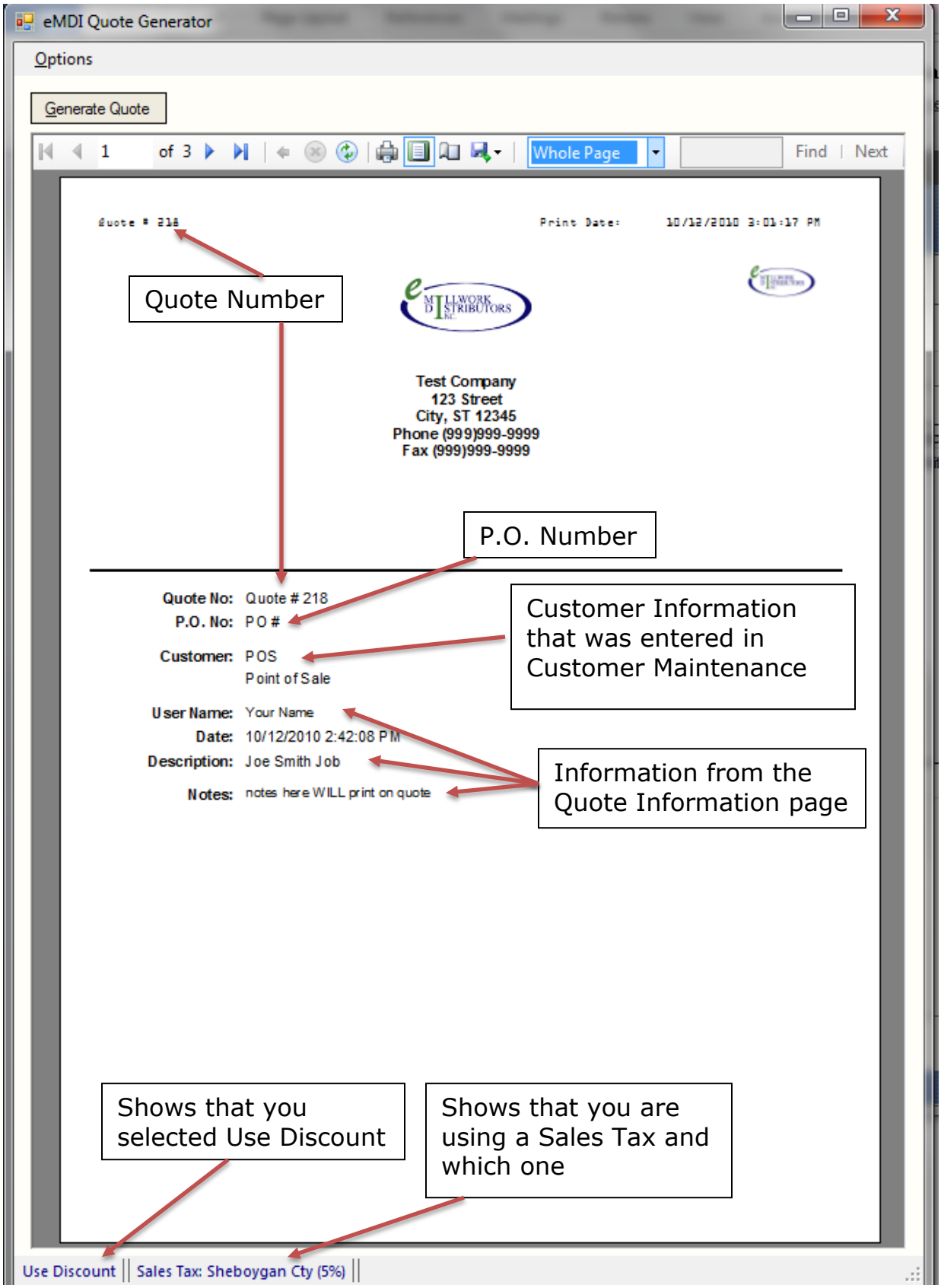


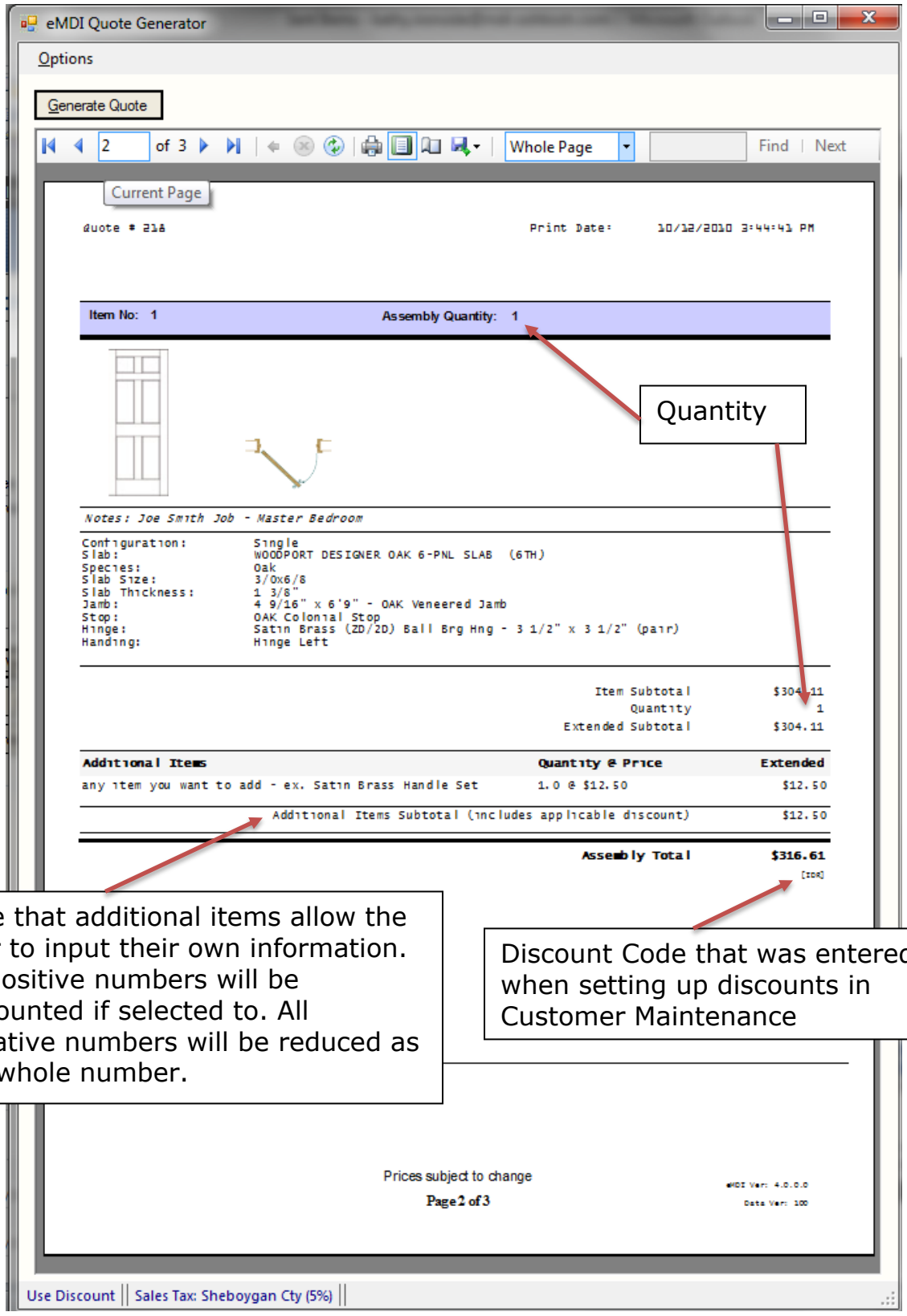
Save as Default
After you have your Discounts set, and Sales Tax set, you can select Save as Default.
This will hold on to your selections for future quotes.

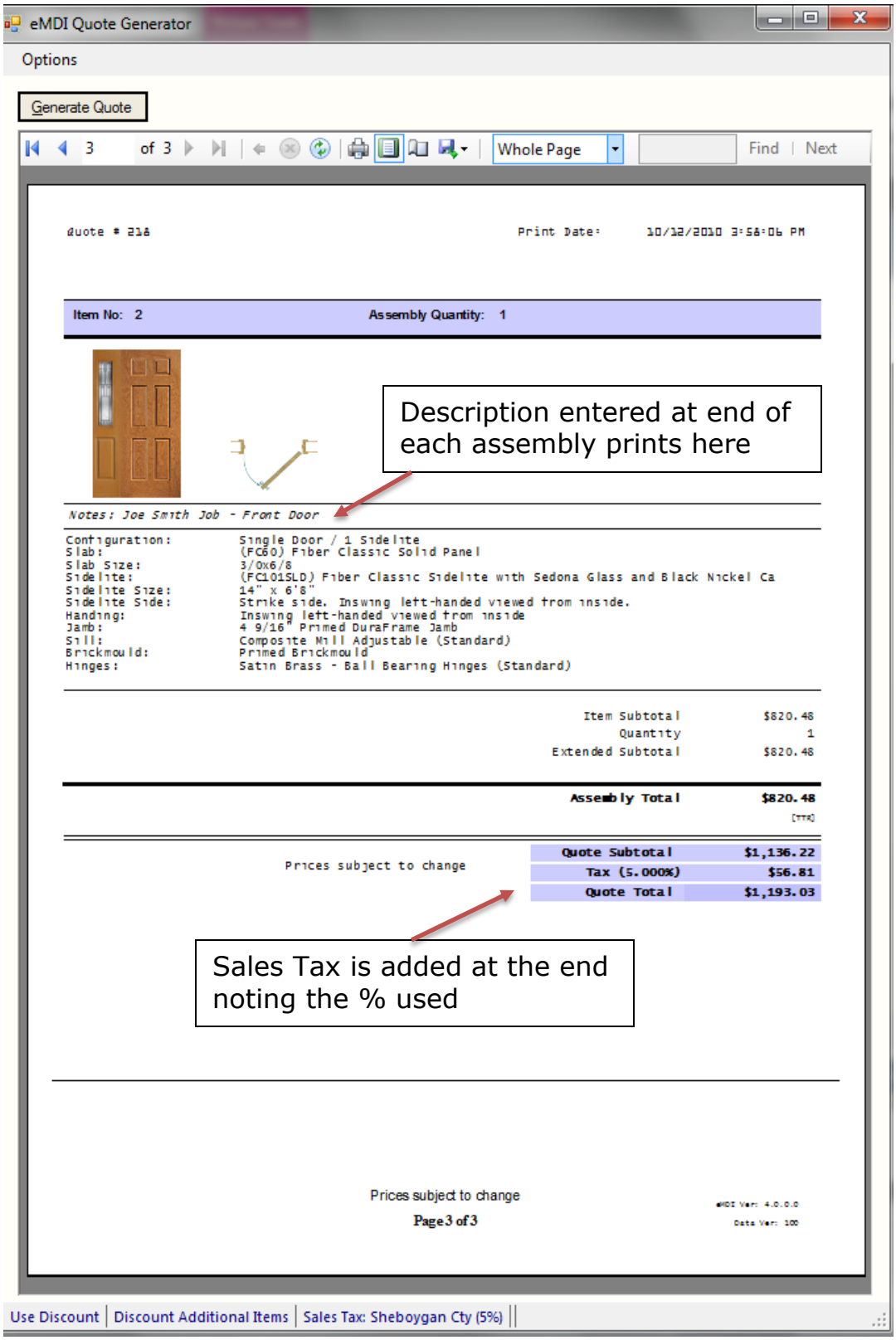


Print and Export




eMDI Quote Generator
Options
Generate Quote
1
of 3
Whole Page
Find
Next
Quote # 218
Print Date: 10/12/2010 3:01:17 PM
Quote Number
Test Company
123 Street
City, ST 12345
Phone (999)999-9999
Fax (999)999-9999
P.O. Number
Quote No: Quote # 218
P.O. No: PO #
Customer: POS
Point of Sale
Customer Information that was entered in Customer Maintenance
User Name: Your Name
Date: 10/12/2010 2:42:08 PM
Description: Joe Smith Job
Notes: notes here WILL print on quote
Information from the Quote Information page
Shows that you selected Use Discount
Shows that you are using a Sales Tax and which one
Use Discount
Sales Tax: Sheboygan Cty (5%)


eMDI Quote Generator
Options
Generate Quote
2
of 3
Whole Page
Find
Next
Current Page
Quote # 218
Print Date: 10/12/2010 3:44:41 PM
Item No: 1
Assembly Quantity: 1
Quantity
Notes: Joe Smith Job - Master Bedroom
Configuration: Single
Slab: WOODPORT DESIGNER OAK 6-PNL SLAB (6TH)
Species: Oak
Slab Size: 3/0x6/8
Slab Thickness: 1 3/8"
Jamb: 4 9/16" x 6'9" - OAK Veneered Jamb
Stop: OAK Colonial Stop
Hinge: Satin Brass (ZD/2D) Ball Brg Hng - 3 1/2" x 3 1/2" (pair)
Handing: Hinge Left
Item Subtotal $304.11
Quantity 1
Extended Subtotal $304.11
Additional Items
Quantity @ Price
Extended
any item you want to add - ex. Satin Brass Handle Set
1.0 @ $12.50
$12.50
Additional Items Subtotal (includes applicable discount)
$12.50
Assembly Total
$316.61
[ICE]
Note that additional items allow the user to input their own information. All positive numbers will be discounted if selected to. All negative numbers will be reduced as the whole number.
Discount Code that was entered when setting up discounts in Customer Maintenance
Prices subject to change
Page 2 of 3
eMDI Ver: 4.0.0.0
Data Ver: 100
Use Discount
Sales Tax: Sheboygan Cty (5%)


eMDI Quote Generator
Options
Generate Quote
3 of 3
Whole Page
Find
Next
Quote # 218
Print Date: 10/12/2010 3:58:06 PM
Item No: 2
Assembly Quantity: 1
Description entered at end of each assembly prints here
Notes: Joe Smith Job - Front Door
Configuration: Single Door / 1 Sidelite
Slab: (FC60) Fiber Classic Solid Panel
Slab Size: 3/0x6/8
Sidelite: (FC101SLD) Fiber Classic Sidelite with Sedona Glass and Black Nickel Ca
Sidelite Size: 14" x 6'8"
Sidelite Side: Strike side. Inswing left-handed viewed from inside.
Handing: Inswing left-handed viewed from inside
Jamb: 4 9/16" Primed DuraFrame Jamb
Sill: Composite Mill Adjustable (Standard)
Brickmould: Primed Brickmould
Hinges: Satin Brass - Ball Bearing Hinges (Standard)
Item Subtotal $820.48
Quantity 1
Extended Subtotal $820.48
Assembly Total $820.48
Prices subject to change
Quote Subtotal $1,136.22
Tax (5.000%) $56.81
Quote Total $1,193.03
Sales Tax is added at the end noting the % used
Prices subject to change
Page 3 of 3
Use Discount
Discount Additional Items
Sales Tax: Sheboygan Cty (5%)

Summary and Vision:

Our vision for eMDI is to make this program a complete tool that makes it more efficient for the user to present options, navigate effectively through all of the choices, present the absolute best in quotation format, and accurately convert the quotations to orders to be electronically submitted to Millwork Distributors, Inc for our complete product offering. This program is a perpetual project that will continue to evolve in the years to come. For this program to remain the leader in distributor software, we have committed the capital and resources to insure its effectiveness into the future. Here is a snapshot of our current priorities for this tool.

- Completion of all catalog sections on program- no need to use the printed catalog.
- More efficient and consistent way to handle major program downloads. Improve upon *MDI-Connect*
- Interface capabilities with the MDI operating system allowing a seamless transfer of your order to processing.
- Additional features added to current configurators including, but not limited to, rough opening information, detailed pricing, component pricing, etc.
- Interface capabilities with our dealer operating system to allow seamless transfer to your paperwork.

In closing, this list will evolve through your input. Do not hesitate in sharing how we can develop eMDI to be an even more effective tool for you.